

## **ROLE OF ASSISTANT SUPERINTENDENT**

### **Background**

Guided by the District's vision, mission, motto and values, and our goals, the Assistant Superintendent will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

### **Procedures**

The Assistant Superintendent is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Assistant Superintendent assumes all responsibilities of the Superintendent in the Superintendent's absence.

The Assistant Superintendent will have specific responsibilities for:

#### **1. Student Learning**

- 1.1 Ensures students in the District within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- 1.2 Ensures the effective implementation of curriculum in the District.
- 1.3 Provides support for initiatives to facilitate curricular outcomes.
- 1.4 Ensures accountability for achievement of approved learning outcomes in all schools.
- 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.6 Ensures appropriate programming is in place for First Nations Métis and Inuit students.

#### **2. Student Wellness**

- 2.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.

#### **3. Human Resources Management**

- 3.1 Supervises, evaluates and reviews the performance of "direct reports".
- 3.2 Assists the Superintendent as required with the recruitment and selection of professional staff.
- 3.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.

#### **4. Fiscal Responsibility**

- 4.1 Develops a departmental budget within the parameters and constraints of the Division budget.
- 4.2 Ensures the proper fiscal management of budget allocations.

4.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.

## 5. Policy/Administrative Procedures

5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.

5.2 Ensures application of Board policies and administrative procedures as required in the performance of duties.

5.3 Supports the implementation of administrative procedures related to program, school and student evaluation.

## 6. Organizational Management

6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.

6.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

## 7. Communications and Community Relations

7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.

7.2 Fosters close ties and develops partnerships with community agencies.

7.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.

7.4 Investigates and facilitates resolution of concerns and conflicts.

## 8. Superintendent Relations

8.1 Establishes and maintains positive, professional working relations with the Superintendent.

8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.

8.3 Provides the information the Superintendent requires to perform his role in an exemplary fashion.

## 9. Leadership Practices

9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.

9.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 65, 85 School Act

Adopted: November 2019

Revised: