

ROLE AND DUTIES OF THE ASSISTANT SUPERINTENDENT

The role of the Assistant Superintendent is that of Educational Leader under the direct supervision of the Superintendent. The Assistant Superintendent is a member of the Senior Administrative Team and shall be the first contact in the absence of the Superintendent. The Assistant Superintendent's function shall be to assist the Superintendent, Board of Trustees and the schools to meet the overall objectives of the Division and the needs of the students insofar as the resources of the Division will allow.

The Assistant Superintendent shall be responsible for assisting in the overall organization of the Division including leadership, divisional culture, educational planning and development, staff selection, placement and performance. Other duties will also be performed as assigned.

Without in any way restricting the generality of the position, the powers and duties of the Assistant Superintendent shall include:

1. Curriculum Planning and Development
 - a) Demonstrate leadership in the design of curriculum and a strategic plan that enhances teaching and learning in multiple contexts.
 - b) Provide planning and methods for new curriculum, in-service education, staff development as well as assist principals as needed in this area.
 - c) Ensure best practice for integrating curriculum which includes a focus on instructional strategies to maximize student outcomes.
 - d) Spend time in schools, visiting classrooms, and maintaining communication with division employees.
 - e) Work with the Senior Administration team to ensure proper use of computers and other learning and information
2. Leadership and Division Culture
 - a) Support the Superintendent in providing leadership in planning and developing an educational system that will meet the established goals of the division. Curricula content, vision, goals, school culture and climate, short and long term objectives should all be considered in this regard.
 - b) Assume the responsibilities and perform duties of the superintendent in his/her absence.
 - c) Maintain membership in appropriate professional associations and participate in the activities and work of such associations, so as to further personal professional development and thereby benefit the School Division.
 - d) Serve as spokesperson for the welfare of all students.

- e) Model appropriate value systems, ethics and moral leadership to help each student grow as a caring, informed citizen.

3. Human Resources Management

- a) Together with Superintendent ensure staff evaluation and development process improves the performance of all staff members.
- b) Together with superintendent provide direct supervision, direction and guidance to supervisors, coordinators, school administrators and staff.
- c) Assist the superintendent to employ, within the establishment and budgetary limits set by the board, necessary staff except senior officers and employees holding administrative or coordinator positions; or to accept resignations except for administrative or coordinator positions.
- d) Assist the superintendent participating in activities related to negotiation, interpretation and administration of contractual agreements, collective agreements, and policies governing conditions of employment for all employees.

4. Policy and Governance

- a) Together with Superintendent interpret Board policies and decisions to the staff of the school division and to members of the community and to assist in developing guidelines and procedures to ensure their implementation.
- b) Keep abreast of general developments in the field of education and bring to the attention of the superintendent, principals, and teachers.

5. Organizational Management

- a) Reports, through the Superintendent to the board on all aspects of the educational programs within the division, including teacher effectiveness, student progress, educational practices, programs, and forecasted future instructional needs.
- b) Establish procedures for regulating activities which includes delegating and empowering at the appropriate organizational levels. Committee meetings, student advisory meetings, and principal meetings should all be considered in this regard.
- c) Attend board meetings except where his/her, salary and efficiency are under consideration or unless excused by the board or the Superintendent

6. Communication and Community Relations

- a) Maintain open channels of communication with the Superintendent, Board members, division employees, parents and general public and to foster a sound program of public relations for the division.

- b) Apply communication skills to strengthen community support and align constituencies in support of division priorities
- c) Inform the Superintendent of departmental regulations and recommend possible courses of action to comply with these regulations.
- d) Deal with complaints from staff or parents concerning educational matters and to convey these to the superintendent
- e) Foster school/home and school/community co-operation

Evaluation

The Assistant Superintendent shall be evaluated every three years by the superintendent. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The Assistant Superintendent shall receive a written evaluation as outlined in contract.

Approved: March 03, 2020