

## ASSISTANT SUPERINTENDENT

### Background

The Assistant Superintendent is responsible to the Superintendent and is deemed to be the first line officer reporting to the Superintendent. It is intended that the Assistant Superintendent will be sufficiently informed with respect to all aspects of the school system to be able to assume the functions of the Superintendent in his absence.

### Procedures

1. The appointment of an Assistant Superintendent will be in accordance with Board Policy 16.
2. The individual appointed is responsible to the Superintendent.
3. Specific duties of the position shall be outlined in a job description developed for that position and shall include modelling involvement in a faith community and ensuring that students and staff are provided with opportunities for spiritual development within the Division.
4. The Assistant Superintendent will be responsible for the operation of the Division in the absence of the Superintendent.

Reference: Section 60, 61, 96, 113, School Act