

Administrative Procedure 470 Appendix

ASSISTANT SUPERINTENDENT(S) JOB DESCRIPTION**1. Primary Function**

Guided by the Division's foundational statements, the Assistant Superintendent assists the Superintendent of Schools in fulfilling the general and specific aspects of the job description for the Superintendent as defined in provincial statute, Alberta Education Policy and Regulations, and Board Policy. It is expected that the Assistant Superintendent will be sufficiently informed with respect to all operational aspects of the Division to be able to assume the responsibilities of the Superintendent in the latter's absence.

2. Qualifications

- 2.1 Possesses a Bachelor of Education Degree or equivalent from a university in Alberta or from a university of equivalent standard.
- 2.2 Possesses a Master's degree from a university in Alberta or from a university of equivalent standard.
- 2.3 Possesses a certificate issued pursuant to the regulations made under section 94(1) of the School Act.
- 2.4 Possesses a minimum of three years experience as a teacher in a school or school system in Alberta or in a school/school system of equivalent standard.
- 2.5 Possesses a minimum of three years experience as an administrator in a school or school system in Alberta or in a school/school system of equivalent standard.

3. Reporting and Supervisory Relationships

- 3.1 Reports directly to the Superintendent of Schools
- 3.2 Directly supervises the following staff:
 - 3.2.1 Human Resources Administrator
 - 3.2.2 Safety Officer
 - 3.2.3 Manager of Technology
 - 3.2.4 Other staff as may be deemed by the Superintendent, including:
 - 3.2.4.1 I.T. Analyst
 - 3.2.4.2 I.T. Technicians

4. Performance Responsibilities

Nothing inhibits the Superintendent from modifying the responsibilities that follow at any time, and in any way, that the Superintendent deems necessary, except that the Assistant Superintendent shall not be assigned teaching or school administration duties. The Assistant Superintendent has specific responsibilities for:

- 4.1 Faith Leadership
Models involvement in a Catholic faith community provides Catholic leadership, and works with the Superintendent to ensure students and staff are provided opportunities for spiritual development within the Division.
- 4.2 Educational Leadership
Works with the Superintendent to ensure that students in the Division have the opportunity to meet the standards of education set by the Minister.
- 4.3 Personnel Management
Completes personnel functions assigned by the Superintendent consistent with Board policy and administrative procedures. These functions include, but are not limited to, a full supervisory and evaluative range over principals and certificated staff, including performance management, discipline and investigations; assisting principals with evaluation of probationary teachers and continuous teachers placed on evaluation; development, implementation, administration and assessment of employment practices; labour and employee relations; workforce planning and all aspects of human resources management
- 4.4 Policy and Administrative Procedures
Provides leadership in the development and revision of Board policies and Division administrative procedures, as assigned by the Superintendent.
- 4.5 Strategic Planning
Provides leadership into the Division's strategic planning process including the development of education plans and results report, as assigned by the Superintendent.
- 4.6 Organizational Management
Demonstrates effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
- 4.7 Community Relations and Communications
Works with the Superintendent to ensure that positive external and internal communications are developed and maintained.
- 4.8 Working with the Board
Establishes and maintains positive working relations with the Board through the Superintendent.
- 4.9 Fiscal Responsibility
Works with the Superintendent to ensure the financial management of the Division is in accordance with the terms or conditions of funding received under the *School Act* or any other applicable act or regulation.

- 4.10 Student Welfare
Works with the Superintendent to ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 4.11 Leadership Practices
Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the performance responsibilities assigned by the Superintendent.
- 4.12 Other Responsibilities
Performs other responsibilities as assigned by the Superintendent. These responsibilities shall not include teaching or school administration duties.

5. Conditions of Employment

- 5.1 The appointment of the Assistant Superintendent is secured through a written contract of employment.
- 5.2 Conditions of employment are specified in this contract of employment.

6. Performance Appraisal

- 6.1 The Superintendent of Schools will evaluate and assess the performance of the Assistant Superintendent. In carrying out this responsibility, it is recognized that the Assistant Superintendent is entitled to such a review in an objective, fair, and straightforward manner so that his/her performance may be as effective as possible for the Division.
- 6.2 The evaluation and assessment process shall be an improvement-oriented process, including a self-reflection component, which is primarily based on the performance responsibilities outlined in Section IV above.

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- 3.1 Reports directly to the Superintendent of Schools
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 - 3.2.1 Director of Curriculum & Instruction
 - 3.2.2 Director of Faith Life & Religious Education
 - 3.2.3 Director of Student Services
 - 3.2.4 Other staff as may be deemed by the Superintendent, including:
 - 3.2.4.1 Early Childhood Consultant
 - 3.2.4.2 Behaviour Specialist

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