

Administrative Procedures 2004 – MR1

Administrative Positions Duties and Responsibilities

Assistant Superintendent

The Assistant Superintendent reports directly to the Superintendent of Schools, and is accountable for the day-to-day operation of the district including all educational programs and associated personnel.

Responsibilities of the assistant superintendent include the areas identified below. In addition, other duties may be assigned within specific policies and or by the superintendent of schools.

1. Student Well-Being

- a. Strives to provide each student with a safe and caring learning environment that fosters and maintains respectful and responsible behaviors.
- b. Assigns responsibilities to district personnel to monitor and or evaluate program areas for the purpose of program delivery, quality, safety and for any other matter deemed necessary.
- c. Ensures resources required to deliver the full range of programs and services are in place.
- d. Ensures all Ministry directives as related to educational programs are met and the district is in compliance.

2. Educational Leadership

- a. Provides leadership in all matters relating to education in the district.
- b. Ensures students in the district have the opportunity to meet the standards of education set by the Minister.
- c. Implements education policies established by the minister and the board.

3. Fiscal Responsibility

- a. Ensures the district operates in a fiscally responsible manner, including adherence to the districts budgets.
- b. Ensures that all areas under the supervision of the assistant superintendent are fiscally responsible and are operating within budget.

4. Personnel Management

- a. Assigns and coordinates personnel, services, and resources throughout the district in relation to the mission of the organization and the goals and policies of the Board of Education and the Ministry of Education.
- b. Provides for supervision and evaluation of “direct reports”.
- c. Establishes procedures to supervise, monitor, and evaluate educational programs.
- d. Supervises personnel throughout the district as outlined in the organizational chart.
- e. Supervises the recruitment of administrative personnel and advises the board on selection of such personnel.

5. Policy and Procedures

- a. Assist the superintendent in providing leadership in the planning, development, implementation and evaluation of board policies and administrative procedures.

6. Planning & Reporting

- a. Assists the board in organizational planning and developing organizational goals and policies.
- b. Supports the district’s strategic planning process through leadership or input into developing, implementing and monitoring plans for enhancing student learning (e.g. Framework for Enhancing Student Learning) as assigned by the superintendent.
- c. Establishes managerial and operational procedures within the district that are consistent with board policy, contractual obligations, statutory and government regulation.

- d. Participates in the planning process including the development of district goals, budget, facilities and transportation plans and leads plans as appropriate.
- e. Provides current information and analysis in advising the board in decision-making regarding personnel, resources, planning, and educational program development.
- f. Monitors and reports regularly on district and school programs.

7. Organizational Management

- a. Demonstrates effective organization skills resulting in district compliance with all legal, ministerial and board mandates and timelines.
- b. Coordinates appeals (Section 11) and grievances.
- c. Provides advice and support into negotiation of local collective agreements.

8. Communications and Community Relations

- a. Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
- b. Liaises with employee groups, community agencies, other school districts, educational organizations, and the Ministry of Education when appropriate.
- c. Acts as an advocate for public education and acts as the representative of the board and/or the Minister of Education at public and/or professional meetings as required.

9. Leadership Practices

- a. Practices leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the board and the minister.
- b. Assists and advises school administrators in school planning, operations, resource allocation, and decision-making in general.
- c. Develops and maintains positive and effective relationships with provincial and regional government departments and agencies.
- d. Works with the superintendent to implement strategies for leadership succession throughout the district.