

ROLE OF ASSISTANT SUPERINTENDENT, EDUCATION SERVICES

Background

Guided by the Division's mission, vision and belief statements, and our goals, the Assistant Superintendent - Education Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *Education Act* and Board policy.

Procedures

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

The Assistant Superintendent - Education Services will have specific responsibilities for:

1. Student Learning

- 1.1 Ensures students in the Division within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- 1.2 Ensures the effective implementation of curricular in the Division.
- 1.3 Provides support for initiatives to facilitate curricular outcomes.
- 1.4 Ensures accountability for achievement of approved learning outcomes within areas of responsibility in all schools.
- 1.5 Supports the implementation of learning goals within the Assurance Plan and where necessary, assists the Superintendent with the school review process.
- 1.6 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.7 Ensures appropriate programming is in place for diverse learners.
- 1.8 Performs the function of Attendance Officer for the Division pursuant to the provisions of the *Education Act*.

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.
- 2.2 Ensures that a coordinated service delivery model is in place to support student

access to programs and services.

- 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.

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.
- 4.4 Operates in a fiscally prudent and responsible manner.

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, and interprets policies, procedures, philosophy and programs of the Division for principals, staff, School Councils and the community.
- 5.3 Ensures 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 Division 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 she works in carrying out the Superintendent's expectations.
 - 9.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: [Education Act](#) Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225
[Superintendent Leadership Quality Standard](#)
[Employment Standards Code](#)
[Access to Information Act](#)
[Protection of Privacy Act](#)
[Personal Information Protection Act](#)
[Labour Relations Code](#)
[Teaching Profession Act](#)
[Occupational Health and Safety Act](#)
[Code of Professional Conduct for Teachers and Teacher Leaders](#)

Adopted: May 2017

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