

ROLE OF ASSISTANT SUPERINTENDENT - PEOPLE SERVICES

Background

Guided by the Division's mission, vision and belief statements and our goals, the Assistant Superintendent - People 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 - People Services is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Assistant Superintendent - People Services shall assume all responsibilities of the Superintendent in the Superintendent's absence.

The Assistant Superintendent - People Services, will have specific responsibilities for:

1. Human Resources Leadership
 - 1.1 Provides for training of administrators and the development of leadership capacity within the Division as approved by the Superintendent.
 - 1.2 Provides effective Teacher and School Administrator Induction Programs.
 - 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
 - 1.4 Assists Division personnel with human resources processes (e.g. conflict resolution and mediation).
 - 1.5 In collaboration with the Secretary-Treasurer, provides support to the Board's negotiating committees.
2. Human Resources Management
 - 2.1 Supervises, evaluates and reviews the performance of "direct reports".
 - 2.2 Conducts the selection process and participates in the selection panel for all administrative positions other than that of the Superintendent.
 - 2.3 Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget.
 - 2.4 Establishes the frameworks for supervision and evaluation of all personnel.
 - 2.5 Conducts the supervision and evaluation of school-based administrative staff, as

requested by the Superintendent.

- 2.6 Supervises the evaluation of school staff by, and in consultation with, principals.
 - 2.7 Reviews Principal Professional Growth Plans.
 - 2.8 Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
 - 2.9 Administers all employment contracts in the best interests of the Division, including leaves, transfers, transitions to retirement.
 - 2.10 Administers the employee classification system (job descriptions, grid placements).
 - 2.11 Administers the Employee and Family Assistance Program.
 - 2.12 Administers all personnel files.
 - 2.13 Within areas of responsibility, provides for legal opinions as required.
 - 2.14 Provides supervisory expertise to principals and Division personnel.
 - 2.15 Provides support, as requested, to the Assistant Superintendent - Education Services, in matters related to staff professional development.
- 3. Student Learning
 - 3.1 Supports implementation of School Education Plans.
 - 3.2 Supports implementation of the school review process.
- 4. Student Wellness
 - 4.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 5. Fiscal Responsibility
 - 5.1 Makes recommendations to the Superintendent regarding staff allocations to include in the Division budget.
 - 5.2 Develops a department budget within the parameters and constraints of the Division budget.
 - 5.3 Ensures the proper fiscal management of department budget allocations.
 - 5.4 Operates in a fiscally prudent and responsible manner.
- 6. Policy/Administrative Procedures
 - 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
 - 6.3 Ensures the application of Board policy and Division administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1 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.
- 7.2 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.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- 8.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.3 Investigates, and facilitates resolution of, concerns and conflicts.

9. Superintendent Relations

- 9.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides information which the Superintendent requires to perform his/her role in an exemplary fashion.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
- 10.2 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](#)

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