



ADMINISTRATIVE PROCEDURE 482
ASSISTANT SUPERINTENDENT – BUSINESS SERVICES
ROLE AND RESPONSIBILITY STATEMENT

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values, the Assistant Superintendent – Business Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

Procedures

The Assistant Superintendent – Business Services will have specific responsibilities for:

1. Leadership Practices
 - 1.1 The Assistant Superintendent – Business Services is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
 - 1.2 Works to achieve goals approved by the CEO for the Department and the Division.
 - 1.3 Monitors the achievement of the goals established for the Business Services Department and the Division related to the duties of this position.
 - 1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
 - 1.5 Provides supervision, evaluation, and supports to individuals and departments reporting to this position.
2. Corporate Treasurer
 - 2.1 The Assistant Superintendent – Business Services is the Corporate Treasurer of Grande Yellowhead Public School Division No. 77, reporting directly to the Superintendent, and through the Superintendent is accountable to the Board of Trustees.
 - 2.2 Provides for the fiscal management of the Division in accordance with the terms and or conditions of any funding received by the Division under The School Act or any other applicable legislation.

- 2.3 Produces financial reports in compliance and accordance with all legal, Ministerial and Board mandates and timelines.
- 2.4 Monitors and takes corrective action in departments that have not achieved the financial objectives.
- 3. Corporate Secretary
 - 3.1 Ensures accuracy of recording of Board proceedings at meetings (minutes).
 - 3.2 Provides leadership in the development of contracts, agreements, and partnerships with outside agencies/corporations.
- 4. FOIP and PIPA Coordinator
 - 4.1 Ensures the maintenance, transparency, and access of records in accordance with the Freedom of Information and Protection of Privacy legislation (FOIPP) and Personal Information Protection Act (PIPA).
- 5. Personnel Functions
 - 5.1 Works collaboratively with the Board in negotiating collective agreements.
 - 5.2 Administers collective agreements in accordance with Board mandate.
 - 5.3 Provides for the supervision and evaluation of “direct reports”.
 - 5.4 Facilitates the direction of Education Services Centre support services in a manner that meets the needs of schools and administrative departments.
- 6. Board and System Relations
 - 6.1 Establishes and maintains positive professional working relations with the Board and all ESC staff.
 - 6.2 Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.
- 7. Other Duties and Obligations
 - 7.1 Performs other duties and obligations as assigned by the Superintendent.

Reference: Section 60, 61, 96, 113, 116 School Act

Developed: November 2005