



ADMINISTRATIVE PROCEDURE 480

**DEPUTY SUPERINTENDENT – LEADERSHIP SERVICES AND HUMAN
RESOURCES**

ROLE AND RESPONSIBILITY STATEMENT

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Deputy Superintendent – Leadership Services and Human Resources 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 Deputy Superintendent will have specific responsibilities for:

1. Leadership Practices
 - 1.1 The Deputy Superintendent is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
 - 1.2 Actively demonstrates and subscribes to the practice of educational leadership.
 - 1.3 Works to achieve goals approved by the Superintendent/CEO for the Division.
 - 1.4 Monitors the achievement of the goals established for the Division related to the duties of the position.
 - 1.5 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
 - 1.6 Works with the Superintendent to develop and implement strategies within the Annual Education Plan/Program Evaluation and Review Technique planning process for enhancing student learning and building leadership capacity at all levels of the organization.
 - 1.7 Works with the Superintendent to implement strategies for leadership succession throughout the Division.
 - 1.8 Liaises with assigned schools on a regular basis.
2. Personnel Management

- 2.1 Completes personnel functions including employing, deploying, monitoring, supervising, and evaluating as assigned by the Superintendent consistent with approved Board policy and administrative procedures.
 - 2.2 Works to improve and facilitate Division-wide leadership and professional staff development strategies.
 - 2.3 Provides advice into negotiations to the Assistant Superintendent – Business Services as required.
 - 2.4 Provides for the supervision and evaluation of “direct reports”.
3. Strategic Planning
 - 3.1 Supports the Division’s strategic planning process through input into system-wide planning, including the AEP and PERT planning processes, as assigned by the Superintendent.
4. Fiscal Responsibility
 - 4.1 Assists in the development of the Annual Division Budget to ensure schools have the resources to deliver a sound educational program, as directed by Alberta Education, the Division’s AEP, and Superintendent’s direction.
5. Board and System Relations
 - 5.1 Establishes and maintains positive professional working relations with the Board and all ESC staff.
 - 5.2 Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.
6. Policy
 - 6.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.
7. Other Duties and Obligations
 - 7.1 Performs other duties and obligations as assigned by the Superintendent.

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

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