



ADMINISTRATIVE PROCEDURE 481
ASSISTANT SUPERINTENDENT – LEARNING SERVICES
ROLE AND RESPONSIBILITY STATEMENT

Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Assistant Superintendent – Learning 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 and Board Policy.

Procedures

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

1. Leadership Practices

- 1.1 The Assistant Superintendent – Learning 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 Actively demonstrates and subscribes to the practice of educational leadership.
- 1.3 Works to achieve goals approved by the CEO for the Department and the Division.
- 1.4 Monitors the achievement of the goals established for the Department and the Division related to the duties of this 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 AEP/PERT planning process for enhancing student learning and building leadership capacity across the organization.
- 1.7 Works with the schools and departments to implement strategies for enhancing student learning.
- 1.8 Supports and advocates for implementing professional learning teams.
- 1.9 Liaises with assigned schools on a regular basis.

- 1.10 Provides supervision, evaluation, and supports to individuals reporting to this position.
2. Curriculum and Instruction
 - 2.1 Monitors the implementation of new and revised curricula.
 - 2.2 Conducts program reviews as required, in concert with other ESC personnel.
 - 2.3 Ensures and monitors the development and implementation of appropriate instructional resources and programs.
 - 2.4 Responsibility shifts to Supervisor Learning Services.
 - 2.5 Develops partnerships to enhance curricula.
 - 2.6 Monitors student achievement levels across the Division.
 - 2.7 Supports school in the implementation of the Planning and Reporting Cycle for Continuous Improvement to facilitate improved teaching and learning.
3. Planning and Reporting Processes
 - 3.1 Reviews provincial requirements for system planning and reporting.
 - 3.2 Gathers necessary information and data for the development of the Annual Education Plan for the division.
 - 3.3 Provides leadership and involves stakeholders in the development of the Annual Education Plan and Annual Education Results Report.
 - 3.4 Provides leadership and guidance in reviewing, revising, and recommending planning processes to the Superintendent at the system and school level.
 - 3.5 Provides guidance to schools in the development of each school's Continuous Improvement Plan.
4. Fiscal Responsibility
 - 4.1 Assists in the development of the annual 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.
 - 4.2 Monitors assigned department budgets and allocations.
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. Initiatives
 - 6.1 Ensures initiatives, such as AISI, that align with improved student learning are implemented, supported, and monitored for effectiveness.
 - 6.2 Supervises and evaluates staff directly responsible for implementing programs.
- 7. Policy
 - 7.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.
- 8. Other Duties and Obligations
 - 8.1 Performs other duties and obligations as assigned by the Superintendent.

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

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