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## ROLE OF ASSISTANT SUPERINTENDENT – SECONDARY LEARNING/PROGRAMMING

### Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Superintendent – Secondary Learning/Programming will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

### Procedures

The Assistant Superintendent – Secondary Learning/Programming is directly responsible and accountable to the Superintendent. The Assistant Superintendent – Secondary Learning/Programming assumes all responsibilities of the Deputy Superintendent in the Deputy Superintendent's absence unless specific direction has been otherwise provided by the Superintendent.

The Assistant Superintendent – Secondary Learning/Programming 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 secondary curriculum in the Division.
- 1.3 Provides support for initiatives to facilitate secondary curricular outcomes.
- 1.4 Ensures accountability for achievement of approved learning outcomes in all secondary schools.
- 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.6 Ensures appropriate programming is in place for French Immersion students.
- 1.7 Ensures appropriate programming is in place for First Nations, Métis and Inuit initiatives.

#### 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.

#### 3. Student Transportation Services

- 3.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the Division.

#### 4. Human Resources Management

- 4.1 Supervises, evaluates and reviews the performance of “direct reports”.
  - 4.2 Assists the Deputy Superintendent as required with the recruitment and selection of professional staff.
  - 4.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.
5. Fiscal Responsibility
- 5.1 Develops a departmental budget within the parameters and constraints of the Division budget.
  - 5.2 Ensures the proper fiscal management of budget allocations.
  - 5.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
  - 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 and external communications are developed and maintained in areas of responsibility.
  - 8.2 Ensures students and parents have an acceptable level of satisfaction with the services provided within areas of responsibility.
  - 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 the information the Superintendent requires to perform his 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 she works in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

## 11. Other Duties and Obligations

- 11.1 Performs other duties and obligations as assigned by the Superintendent.

References: Section 16.2, 18, 20, 60, 61, 96, 113, 116, 117 School Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Teaching Profession Act

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