



AP 5-200 – ASSISTANT SUPERINTENDENT

Position: Assistant Superintendent of Schools

Reports to: Superintendent of Schools - CEO

The Assistant Superintendent is part of the Division's senior administrative team, comprised of the Superintendent of Schools - CEO, the Secretary-Treasurer, and the Supervisor of Operations.

In the event that the Superintendent is unable to attend to prescribed duties – due to illness or absence – the Assistant Superintendent shall act on behalf of the Superintendent and during the absence of the Superintendent shall have authority to carry out all duties of the Superintendent.

The Assistant Superintendent will assist the Superintendent in providing leadership in developing, achieving, and maintaining the best possible educational programs in the schools of the Division. The primary focus is to provide leadership and assistance to personnel in the areas of student services, curriculum implementation, staff development, and instruction.

The Assistant Superintendent shall exemplify strong moral values, high standards of ethical conduct, a commitment to the Division's philosophy of education, and excellent interpersonal, communication, and administrative skills.

The Assistant Superintendent of Schools shall also assist the Superintendent of Schools in the general administration of the Division.

When a vacancy occurs, this position is advertised internally and externally.

RESPONSIBILITIES AND DUTIES

Divisional Leadership

- Promotes and supports the implementation of policies, procedures, and directives with divisional staff members and with the public.
- Attends all meetings of the Board of Trustees as assigned and/or requested by the Superintendent.
- Creates and delivers professional learning presentations to the Board of Trustees as requested.
- Provides upon request background material, statistics, student achievement, and program data for reports to the Superintendent for the Board of Trustees.
- Develops and drafts policies, administrative procedures, and exhibits as requested by the Superintendent.

Educational and School Leadership

- Coordinates and leads Continuous Improvement Plan meetings in schools.
- Meets regularly with principals to coordinate required educational initiatives that would advance programming across the school division.
- Attends Administrative Council meetings when available.



Divisional and School Planning

- Leads assigned provincial initiatives as requested.
- Completes required work in the planning, organization, execution, and reporting processes of the Division's Continuous Improvement Plan.
- Participates with the annual school planning meetings.
- Provides leadership to school principals with the implementation of divisional priorities in their school plans.
- Provides leadership to designated Division committees with the implementation of divisional priorities.

Student Services

- Oversees the continuum of appropriate educational programming for all students.
- Provides consultation and support to the school division's student services team and classroom teachers to maximize opportunities for the inclusion of students with exceptional needs within regular classroom and school settings.
- Provides consultation and support for student services personnel: resource teachers, counsellors, social workers, speech and language pathologists, and psychologists.
- Provides leadership during the development and revision of job descriptions for all student services personnel.
- Manages the supervision, professional growth plans, and evaluations of clinical services personnel.
- Assists school principals in the recruitment and placement of professional and support staff who work with students with exceptional learning needs.
- Allocates educational assistant time to schools in accordance to school allocations.
- Assists the Superintendent and Human Resources Manager in overseeing the implementation and administration of the collective agreements that are connected to the student services operation of the school division.
- Resolves disputes informally and/or formally as required.
- Chairs divisional student services team meetings – agenda preparation and meeting distribution.
- Provides leadership for student services staff: resource teachers, counsellors, social workers, speech and language pathologists, and psychologists.
- Assists the Superintendent in the development and/or review of student services policies, procedures, and exhibits as required by the direction of the Province of Manitoba and the Board of Trustees.
- Leads the Violent Risk Threat Assessment Committee and all related professional development and training requirements.
- Manages the completion and submission of school crisis planning, training, and reporting documentation – School Crisis Response Plan, VRTA, and URIS training reports, etc.
- Leads the Personal Support Team of the Division Crisis Response Team.
- Manages CTI referrals, OT/PT Liaison, Rehab Services, EDI, EYE.

Curriculum Leadership

- Provides direction as required to principals with the implementation of new curriculums.
- Keeps abreast of general developments in the field of curriculum and brings to the attention of the Superintendent, principals, and teachers those of significance for the school division.
- Coordinates the implementation and evaluation of locally and provincially developed curricula.



- Liaises with Regional Curriculum Coordinators.

Student Assessment and Evaluation

- Coordinates student assessment policies, procedures, and practices that support divisional priorities.
- Oversees and completes divisional student achievement reports on the Grade 3 Assessment in Reading and Numeracy, and the Middle Years Assessment of Key Competencies in Mathematics, Reading Comprehension, Expository Writing, and Student Engagement.
- Reviews student assessment results and provides recommendations to Superintendent and principals.

Personnel

- Assists the Superintendent with the recruitment of professional staff.
- Administers the CUPE Collective Agreement.
- Supervises the Student Services Administrator and determine the delegation of duties between the Assistant Superintendent and the Student Services Administrator.
- Supervises the IT Director.
- Supervises and evaluates division employed personnel that provide divisionally based support and programming.
- Provides leadership to school principals to ensure that performance evaluations of professional staff such as Resource Teachers and Guidance Counselors are completed.
- Supervises coaches.
- Assists the selection committee for principal/vice principals as requested by the Superintendent.
- Offers employment to teachers new to the Division when requested by the Superintendent.

Finance and Budget

- Provides feedback to the Superintendent and Secretary-Treasurer during the development of the student services budget and is responsible for the effective administration of the approved student services operational budget and assigned categorical grants.
- Leads the development of programming and funding proposals and coordinates the implementation, evaluation, and reporting requirements of the approved programs.
- Prepares – in collaboration with the Superintendent, Secretary Treasurer, and Human Resources Manager – the Staffing Guidelines for Budget Development (AP 5-300).
- Advises the Superintendent in the preparation of the annual operating budget and capital budget for educational and programming activities and requirements that support programming.
- Manages, authorizes expenditures, and completes reporting requirements of assigned operational budgets, categorical grants, and special projects.

Professional Development

- Coordinates divisional in-services and workshops.
- Assists with the coordination of the WSD New Teacher Orientation program.
- Supports public education through membership and participates in professional organizations such as the Manitoba Association of School Superintendents as well as the Student Services Administrators Association of Manitoba.



Parent and Community

- Develops respectful working relationships with parents and the community.
- Develops respectful working relationships and partnerships as appropriate with community agencies and organizations.
- Responds to parent and community inquiries about schools, program, and support services.
- Represents the Superintendent at school and/or community functions and events as requested.
- Liaise with Parent Child Resource, Daycare, and Nursery Schools.

Performs other duties as assigned by the Superintendent.

EDUCATION AND EXPERIENCE

- Holds or is eligible to hold a Manitoba Professional Teaching Certificate.
- Has completed a Masters degree in Education or is in the process of completing a Masters degree.
- Holds a Certificate of School Leadership, or a combination of a Level I School Administrator's Certificate and a Level II Principal's Certificate.
- A minimum of 5 years of educational administration experience; preferable at both the elementary and secondary levels.
- A Manitoba Special Education Coordinator's Certificate is desirable.
- Exhibits strong interpersonal, communication, problem-solving, and community relations skills.
- Has a broad knowledge of current curriculum and instructional methodology,

Adopted: November 2019

Revised: December 6, 2019