

## ROLE OF THE ASSOCIATE SUPERINTENDENT

### Background

Guided by the District mission, vision, values, and our motto, the Associate Superintendent 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 Associate Superintendent is directly responsible and accountable to the Superintendent. The Associate Superintendent assumes all responsibilities of the Superintendent in the Superintendent's absence unless specific direction has been otherwise provided by the Superintendent.

The Associate Superintendent will have specific responsibilities for:

1. Student Learning
  - 1.1 Ensures students in the District within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
  - 1.2 Ensures the effective implementation of curriculum in the District.
  - 1.3 Provides support for initiatives to facilitate curricular outcomes.
  - 1.4 Ensures accountability for achievement of approved learning outcomes in all 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 First Nations, Métis and Inuit (FNMI) students.
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.
  - 2.2 Ensures that a coordinated service delivery model is in place to support student access to programs and services.
  - 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community, which provide services/supports to students.
  - 2.4 Performs the function of Attendance Officer for the District pursuant to the provisions of the *School Act*.

### 3. Personnel Management

- 3.1 Supervises, evaluates and reviews the performance of Directors of Instruction and the District Administrator, Programs and Planning.
- 3.2 Assists the Superintendent as required with the recruitment and selection of professional staff.
- 3.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.
- 3.4 Supervises the evaluation of school staff by and in consultation with principals.

### 4. Fiscal Responsibility

- 4.1 Develops a departmental budget within the parameters and constraints of the District budget.
- 4.2 Ensures the proper fiscal management of budget allocations.
- 4.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
- 4.4 Operates in a fiscally prudent and responsible manner.
- 4.5 Assists the Superintendent in the preparation of the District budget and participates in the preparation of school capital proposals as required by the Superintendent.

### 5. Policy/Administrative Procedures

- 5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
- 5.2 Ensures application of Board policies and administrative procedures as required in the performance of duties, and interprets policies, procedures, philosophy and programs of the District for principals, staff, parents' advisory councils and the community.
- 5.3 Ensures the implementation of administrative procedures related to program, school and student evaluation.

### 6. Technology Services Leadership

- 6.1 Provides leadership on all matters related to District technology directions.
- 6.2 Supports the professional development of District staff relative to the use of technology.
- 6.3 Ensures technical support services are provided to all District sites.
- 6.4 Ensures ongoing technology infrastructure facilitates Information and Communication Technology (ICT) outcomes for all students in an inclusive environment.

## 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 District 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 Fosters close ties and develops partnerships with community agencies.
- 8.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 8.4 Investigates and facilitates resolution of concerns and conflicts.
- 8.5 Assists the Principal and the parents' advisory council with the formulation and review of the philosophy, policies and objectives for the school on request.

## 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.

*Reference: Sections 22, 65, 85 School Act*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

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