

Administrative Procedure 451

ROLE OF THE ASSISTANT SUPERINTENDENT

Immediate Supervisor: Superintendent of Schools

The Board recognizes that the operational leadership of the district requires a dynamic senior leadership team to assist the Superintendent of Schools in carrying out the duties as described in the School Act. The Superintendent of Schools assigns responsibilities to Assistant Superintendents with the goal of accessing their expertise and guidance with regard to district and school operations, the achievement of School District goals, and defined District and Board of Education priorities.

As members of the district's senior management team it is expected that Assistant Superintendents remain current with best educational practices while promoting a high standard of professional leadership, effective relationships, and a commitment to success for all students. The Superintendent of Schools, along with the Assistant Superintendent will be responsible for the development of a portfolio of key responsibilities that outlines the work of the Assistant Superintendent. The Superintendent of Schools may assign additional duties and responsibilities to the Assistant Superintendent as required.

Responsibilities:

In fulfilling the duties of Assistant Superintendent, the incumbent will:

1. Support a broad range of leadership development activities in schools;
2. Supervise an area/zone of schools;
3. Assist schools and their communities in resolving issues;
4. Work with school level leadership to develop, monitor and adjust schools' plans;
5. Assume key district and community portfolios as delegated by the Superintendent.

Reference: Sections 22, 65, 85 School Act