

Schedule 430A

ROLE OF THE DEPUTY SUPERINTENDENT

The Deputy Superintendent is directly responsible and accountable to the Superintendent.

The Deputy Superintendent is designated as the Chief Deputy Superintendent pursuant to the *Teaching Profession Act* and assumes all the responsibilities of the Superintendent in the Superintendent's absence unless specific direction has been otherwise provided by the Superintendent.

The Deputy Superintendent is directly responsible and accountable to the Superintendent and shall have specific responsibilities:

With respect to Human Resource Leadership, the Deputy Superintendent shall:

1. Establish the provision of training and the development of leadership capacity; notably:
 - 1.1 Through system coordinated professional development days;
 - 1.2 Through effective Teacher and School Administrator Induction Programs;
 - 1.3 Through the implementation of strategic workforce planning;
2. Assist Division personnel with human resources processes (e.g. conflict resolution and mediation);
3. Collaborate with the Associate Superintendent, Corporate Supports and Services to support Board-Employee contract negotiations.

With respect to Human Resource Management, the Deputy Superintendent shall:

4. Make recommendations to the Superintendent regarding staff allocations to include in the Division budget;
5. Conduct the selection process and participates in the selection panel for all administrative positions other than that of the Superintendent;
6. Recruit and hire all personnel, in consultation with the direct supervisor, in accordance with the Superintendent's direction and approved budget;
7. Establish the frameworks for supervision and evaluation of all personnel;
8. Coordinate and ensure a timely process for the supervision and evaluation of school-based administrative staff;
9. Supervise the evaluation process for school staff by, and in consultation with, principals;
10. Review Principal Professional Growth Plans;
11. Administer all employment contracts in the best interests of the Division, including leaves, transfers, transitions to retirement;
12. Administer the employee classification system (job descriptions, grid placements);
13. Administer the Employee Assistance Program;
14. Ensure the Payroll Program is consistent with Division values;
15. Administer all personnel files;
16. Provide for legal opinions as required within areas of responsibility;

17. Provide supervisory expertise to principals and Division personnel;
18. Provide support, as requested, to the Associate Superintendent, Learning Supports and Services in matters related to staff professional development;

With respect to Communications, the Deputy Superintendent shall:

19. Take appropriate actions to ensure open, transparent internal and external communication processes are developed and maintained;
20. Ensure staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the Communications department;
21. Investigate and facilitate resolution of concerns and conflicts.

Schedule 430B

ROLE OF ASSOCIATE SUPERINTENDENT – CORPORATE SUPPORTS AND SERVICES

Guided by the Division's vision, mission, values and beliefs, the Associate Superintendent, Corporate Supports and Services shall assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *Education Act* and Board policy.

The Associate Superintendent, Corporate Supports and Services is directly responsible and accountable to the Superintendent and shall have specific responsibilities:

With respect to the role as Corporate Secretary, the Associate Superintendent, Corporate Supports and Services shall:

1. Perform responsibilities as a signing authority for all contracts and agreements for the Division;
2. Arrange and provide notice for all Board meetings, including committee and public meetings;
3. Ensure accuracy of recording of Board proceedings at meetings (minutes);
4. Ensure proper completion of contracts, agreements and partnerships with outside corporations/agencies;
5. Ensure appropriate insurance policies are in place for the Division;
6. Provide service in the role of Freedom of Information and Privacy Protection (FOIPP) Coordinator:
 - 6.1 Ensure the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act and Regulations;
7. Provide for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent;
8. Provide service in the role of Chief Electoral Officer for the election of Trustees.

With respect to the role as Corporate Treasurer, the Associate Superintendent, Corporate Supports and Services shall:

9. Ensure the fiscal management of the Division is in accordance with the terms or conditions of any funding received;
10. Ensure the operation of the Division is fiscally responsible;
11. Design budget cycles that meet provincial requirements and provide for stakeholder input;
12. Prepare the draft budget in alignment with the Education Plan for the Superintendent's consideration;
13. Ensure fiscal, legal and contractual responsibility with regard to procurement;
14. Produce financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives;
15. Assist school sites with preparation of budgets and the management of their financial affairs;

16. Provide support to the Board's negotiating committees in collaboration with the Deputy Superintendent;

With respect to Facilities and Property Management, the Associate Superintendent, Corporate Supports and Services shall:

17. Provide leadership in the development of annual updates to the Capital Plan and of a Facilities Master Plan, including provisions for instructional and support services;
18. Ensure that building assets are maintained in an appropriate manner;
19. Ensure Division compliance with the requirements of Occupational Health and Safety legislation.

With respect to Student Transportation, the Associate Superintendent, Corporate Supports and Services shall:

20. Ensure that Transportation Services attends to the safety and welfare of students when transporting students to and from school programs.

With respect to Human Resources Management, the Associate Superintendent, Corporate Supports and Services shall:

21. Ensure job descriptions are developed and updated, and evaluations processes are implemented, for direct reports, in accordance with the procedures established by the Deputy Superintendent;
22. Provide input to the Deputy Superintendent with regard to the recruitment and appointment of Division Office, Facilities and Transportation support personnel;
23. Provide support for the provision of learning opportunities for bus drivers, facilities and maintenance personnel and Division Office support staff and for business functions for school personnel.

Schedule 430C

ROLE OF ASSOCIATE SUPERINTENDENT – LEARNING SUPPORTS AND SERVICES

Guided by the Division's vision, mission, values and beliefs, the Associate Superintendent, Learning Supports and Services assists the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *Education Act* and Board policy.

The Associate Superintendent, Learning Supports and Services is directly responsible and accountable to the Superintendent and shall have specific responsibilities:

With respect to Student Learning, the Associate Superintendent, Learning Supports and Services shall:

1. Ensure that students in the Division have the opportunity to meet the standards of education set by the Minister;
2. Ensure the effective implementation of curriculum in the Division;
3. Provide support for initiatives to facilitate curricular outcomes;
4. Ensure accountability for achievement of approved learning outcomes in all schools;
5. Provide leadership, in fostering conditions that promote the improvement of educational opportunities, for all students in schools and programs;
6. Ensure appropriate programming is in place for First Nations, Métis and Inuit students.

With respect to Student Wellness, the Associate Superintendent, Learning Supports and Services shall:

7. Ensure that a coordinated service delivery model is in place to support student access to programs and services;
8. Develop and maintain positive and effective relations with provincial government departments and regional or community agencies to provide services and supports to students.

With respect to Personnel Management, the Associate Superintendent, Learning Supports and Services shall:

Supervise, evaluate and review the performance of Directors of Learning Services;

9. Assist the Superintendent and Executive Team as required with the recruitment and selection of professional staff;
10. Collaborate with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.

Schedule 430D

ROLE OF THE ASSOCIATE SUPERINTENDENT – EDUCATION AND SYSTEM SERVICES

Guided by the Division's vision, mission, values and beliefs, the Associate Superintendent, System Supports and Services shall assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Associate Superintendent, System Supports and Services is directly responsible and accountable to the Superintendent and shall have specific responsibilities:

With respect to System Planning and Reporting, the Associate Superintendent, Education and System Services shall:

1. Provide leadership, through collaborative processes, to generate a System Educational Plan that honors the vision, mission and beliefs of the Board and Division educational stakeholders;
2. Attend to assurance and accountability reporting on an ongoing basis through the Superintendent to the Board and Ministry;
3. Foster effective working relationships with Alberta Education that contribute to system improvements in planning and reporting.

With respect to Stakeholder Engagement, the Associate Superintendent, Education and System Services shall:

4. Develop initiatives to increasingly engage stakeholders and generate stakeholder feedback for the purpose of planning and reporting.

With respect to Information Technology Leadership, the Associate Superintendent, Education and System Services shall:

5. Provide leadership on all matters related to Division technology directions;
6. Support the professional development of Division staff relative to the use of technology;
7. Ensure technical support services are provided to all Division sites;
8. Ensure ongoing technology infrastructure facilitates Information and Communication Technology outcomes for all students in an inclusive environment.

With respect to Personnel Management, the Associate Superintendent, Education and System Services shall:

9. Supervise, evaluate and review the performance of the Director of Instructional Services;
10. Supervise, evaluate and review the performance of the Director of Technology Services;
11. Assist the Superintendent and Executive Team as required with the recruitment and selection of professional staff;
12. Collaborate with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.

With respect to establishing Administrative Procedures, the Associate Superintendent, Education and System Services shall:

- 13. Assist the Superintendent in the planning, development, implementation and operationalizing of Board policy through the generation of Administrative Procedures.
- 14. Provide leadership in the planning, development, implementation and evaluation of Administrative Procedures.

Reference: Education Act: 52, 68, 222 Teaching Profession Act Employment Standards Code Freedom of Information and Protection of Privacy Act Labour Relations Act Occupational Health and Safety Act	Approved:	
	Date Approved:	August 26, 2020
	Reviewed or Revised:	Executive: August, 2020

References shall be updated as required and do not require additional approval.