

ROLE OF ASSISTANT SUPERINTENDENT OF TEACHING AND LEARNING

Background

Guided by the Division's mission statement, vision, principles/beliefs, and our motto, the Assistant Superintendent of Teaching and Learning will assist in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Assistant Superintendent of Teaching and Learning is directly responsible and accountable to the Superintendent.

The Assistant Superintendent of Teaching and Learning will have specific responsibilities for:

1. Student Learning

- 1.1 Within areas of responsibility, supports students in the Division to have the opportunity to meet the standards of education set by the Minister.
- 1.2 Supports the effective implementation of initiatives related to education transformation.
- 1.3 Supports and evaluates the effective implementation of curriculum in the Division.
- 1.4 Supports the effective implementation of evidence-based inclusive learning practices, including a Response to Intervention (RTI) model.
- 1.5 Supports assessment practices and accountability for achievement of approved learning outcomes in all schools.
- 1.6 Fosters conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.7 In consultation with principals and the Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards.
- 1.8 Monitors French Immersion and French as a Second Language programming.
- 1.9 Supports school learning commons personnel in meeting the student learning outcomes established by Ministerial Order.
- 1.10 Supervises and monitors off-campus programs within the Division.
- 1.11 Manages the submission of Locally Developed Course requests and monitors implementation of approved courses.
- 1.12 Supports the Trades Training Program.

2. Student Wellness

- 2.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

3. Personnel Management

- 3.1 Supervises, monitors and reports on the Division Early Learning and Literacy Coordinator program.
- 3.2 Supervises and monitors the Teacher Mentorship program.
- 3.3 Facilitates the New Teacher/Administrator Orientation annually.
- 3.4 Provides support in the identification, planning, implementation and evaluation of Division professional learning opportunities.

4. Fiscal Responsibility

- 4.1 Develops a departmental budget within the parameters and constraints of the Division 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.

5. Policy/Administrative Procedures

- 5.1 Recommends development and/or revisions of Board policies or administrative procedures to the Superintendent.
- 5.2 Ensures application of Board policies or administrative procedures as required in the performance of duties and interprets policies, procedures, philosophy and programs of the Division to principals, staff, school councils and the community.

6. Organizational Management

- 6.1 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.
- 6.2 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.
- 6.3 Supports effective and appropriate alignment amongst related departments.
- 6.4 Serves as the Division representative on the Alberta Assessment Consortium, the French Language Resource Centre Steering Committee, and the Northwest Alberta Regional Skills Competition Steering Committee.
- 6.5 Manages the Instructional Materials Centre (IMC)

7. Communications and Community Relations

- 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2 Promotes the vision of the province and the Three-Year Education Plan of the Division, reflecting the values and principles of education transformation.
- 7.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 7.4 Investigates and facilitates resolution of concerns and conflicts.
- 7.5 Coordinates Division scholarship and bursary programs.
- 8. Superintendent Relations
 - 8.1 Establishes and maintains positive, professional working relations with the Superintendent.
 - 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 8.3 Provides the information the Superintendent requires to perform their role in an exemplary fashion.
 - 8.4 Performs tasks as may be assigned by the Superintendent.
- 9. Leadership Practices
 - 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
 - 9.2 Provides liaison support to school principals in the administration of selected schools including support for students and parents in resolving matters.
 - 9.3 Exhibits a high level of personal, professional and organizational integrity.

Adopted/Revised: FEB 2017/JUNE2017/JULY2017/JUNE 2018/JUNE 2019/NOV 2019

Reference: Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Teaching Profession Act