

## Administrative Procedure 440

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# THE ROLE OF THE DEPUTY SUPERINTENDENT

## Background

Guided by the Division's mission, vision, values and goals, the Deputy Superintendent assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in the *School Act*, Alberta Education Policy and Regulations and Board Policy. The Deputy Superintendent is a member of the Senior Administrative Leadership Team. The Deputy Superintendent is the first Assistant to the Superintendent and shall assume the functions of the Superintendent in his/her absence. Therefore, the Deputy Superintendent is required to be sufficiently informed with respect to all aspects of the school system in order to assume the functions of the Superintendent in his/her absence. This position is a channel for communication and action between many departments and interests within the system and must facilitate, expedite and co-ordinate many of the services which contribute to the educational programs and services provided to students.

## Procedures

The Deputy Superintendent is directly responsible and accountable to the Superintendent. The Deputy Superintendent will have the following responsibilities:

1. Faith Leadership
  - 1.1 Models involvement in the Catholic Faith community.
  - 1.2 Provides Catholic leadership in all decisions and actions.
  - 1.3 Provides opportunities for spiritual development for staff and students within the Division
  
2. Human Resources Leadership
  - 2.1 Provides professional development opportunities for administrators in all areas of human resources.
  - 2.2 Organizes in consultation with the Superintendent and school administrators the Learning Leadership Team retreat
  - 2.3 Develops leadership capacity within the Division as approved by the Superintendent
  - 2.4 Provides for a New Teacher Orientation Program

3. Human Resources Management
  - 3.1 Conducts and participates in the selection process for all administrative positions other than that of the Superintendent.
  - 3.2 Conducts and participates in the selection process for all teaching positions.
  - 3.3 Hires all other personnel in consultation with the direct supervisor in accordance with the Superintendent direction and approved budget.
  - 3.4 Implements all Division administrative procedures related to recruitment, advertising, hiring, certification, supervision and evaluation of all certificated and non-certificated staff excluding principals and senior administration.
  - 3.5 Administers all employment contracts (excluding senior administration) in the best interests of the Division including leaves, transfers and transitions to retirement.
  - 3.6 Ensures all written contracts, records and related personnel matters are properly filed and maintained in accordance with provincial and Board requirements.
  - 3.7 Manages all collective agreements.
  - 3.8 Administers all employee classifications, job descriptions and grid placements.
  - 3.9 Administers all personnel files
  - 3.10 Administers the Employee Benefits Programs
4. Fiscal Responsibility
  - 4.1 Works with the Superintendent to ensure the financial management of the Division is in accordance with the terms and conditions of funding received by Alberta Education or other ministry, or any other applicable legislation or regulation.
  - 4.2 Makes recommendations to the Superintendent regarding staff allocation.
  - 4.3 Develops a budget within the parameters and constraints of the Division budget
  - 4.4 Ensures the proper fiscal management of budget allocations.
  - 4.5 Operates in a fiscally prudent and responsible manner.
5. Communications
  - 5.1 Takes appropriate actions to ensure open and transparent communications (and external when required) are developed and maintained in areas of responsibility.
  - 5.2 Works with the Superintendent to ensure that positive and internal communications are developed and maintained.

6. Board and Superintendent Relations
  - 6.1 Provides the information which the Superintendent requires to perform his/her role in an exemplary fashion.
  - 6.2 Establishes and maintains positive working relations with the Board through the Superintendent
  - 6.3 Attends Board meetings and appropriate Board committee meetings and functions.
  - 6.4 Assists in the preparation of Board and committee agendas.
  - 6.5 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
  - 6.6 Provides leadership in the planning, development, implementation and evaluation of Board Policies and Administrative Procedures within areas of responsibility.
  
7. Other Responsibilities
  - 7.1 Develops the Division calendar and establishes criteria for the approval of individual school calendars.
  - 7.2 Facilitates the Board's staff recognition programs including but not limited to BELRA, Long Service Awards and Edwin Parr.
  - 7.3 Provides analysis of provincial achievement tests, diploma exams, local survey results and accountability pillar data.
  - 7.4 Provides for the evaluation and reporting of student learning and development.
  - 7.5 Supports the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
  - 7.6 The maintenance of professional relationships with School Administrators, Teachers, Division staff, parents and affiliated individuals, groups or organizations.
  - 7.7 Performs other responsibilities as assigned by the Superintendent.