



## **ASSISTANT SUPERINTENDENT (CURRICULUM AND ELEMENTARY)**

### **CORE RESPONSIBILITIES**

The Assistant Superintendent of Schools is responsible for the support, coordination, articulation and evaluation of educational programs in the District, and the development and implementation of staff development programs designed to increase instructional effectiveness and promote promising innovative practices.

In addition, the Assistant Superintendent is responsible for the development and administration of effective processes for the recruitment, retention, supervision, and evaluation of District and school staff.

The Assistant Superintendent participates as a professional member of the senior management team and provides expertise in endeavouring to meet the District's goals and objectives. The Assistant Superintendent shall also, when so designated, carry out the duties and responsibilities of the Superintendent of Schools/CEO in his/her absence.

### **SPECIFIC RESPONSIBILITIES**

#### **1. LEADERSHIP**

- Provides leadership to elementary school principals and vice-principals and motivates, guides, and directs them to contribute their maximum to the realization of the District's and school's objectives. Reviews the performance of school principals and provides instructional leadership to enhance the quality of learning in schools and encourage an optimum learning environment for students.
- Acts in leadership capacity in support of the Superintendent/CEO and members of the Board in identifying and addressing issues of concern in education and in building understanding and developing consensus around positions and actions to be taken by the district.
- Leads, motivates, guides, and directs staff to realize and achieve the District's goals and objectives. Assesses, develops, and coordinates seminars, workshops and other in-service and professional development and growth programs for teaching, support, and administrative staff.
- Supervises and coordinates the work for members of the District's supervisory staff who work in the areas of curricular and special programs (such as literacy, numeracy, music, outdoor learning, French Immersion, programs of choice, and the District Resource Centre).

#### **2. STRATEGIC PLANNING**

- Analyzes district needs, develops and evaluates proposed plans for improvement of educational programs and innovative projects.
- Advises the Superintendent/CEO with recommendations to the Board of Education with respect to refinements and revisions to the District's Strategic Plan to ensure that it continues to address the educational and administrative objectives of the District.



- Assists in the development and implementation of an annual student achievement plan, and any other plan that reflects the District Strategic Plan.
- Ensures that the School Improvement Plans are completed and implemented at the elementary level.
- Provides support to ensure that the strategies identified in the Strategic Plan are addressed in a timely and effective manner and is accountable to the Superintendent/CEO and Board for meeting the strategic and operating objectives established for the District.
- Assists to ensure that personnel and organizational resources within elementary schools, curricular and special programs are directed towards accomplishing the objectives laid out in the District's Strategic Plan.

### **3. ORGANIZATION AND MANAGEMENT OF STAFF**

- Acts to manage and coordinate the work of District supervisory staff in the areas of curricular and special programs.
- Organizes staff development seminars and in-service programs for the professional development of office and administrative personnel.
- Ensures recruitment practices and hiring policies are in accordance with the appropriate collective agreements, and that the recruitment and selection program attracts high calibre staff.
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- Manages leave of absence approvals for educational reason.
- Recommends to the Superintendent/CEO and Board, decisions on the selection, promotion and termination of immediate subordinates and reports on the utilization of staff.
- Reports regularly and as necessary to the Superintendent/CEO and provides other administrative personnel with required information and reports.
- Assists in the planning and organization of principal and vice-principal meetings.

### **4. DISTRICT POLICIES AND PROGRAMS**

- Evaluates and ensures that the quality of programs, support services, education and research meet the standards established by the Board and the Ministry of Education and operate within the approved financial limits.
- Recommends new and revised policies and programs to the Board of Education to stay abreast of, and meet the changing education needs of. the District and new developments in the education field.
- Manages instructional budget to address adult and student learning needs.
- Works collaboratively with principals, district staff, and the NOSTA professional development representatives to design appropriate learning for educational staff.



- Works with the principals and Human Resources department to facilitate appropriate placement of teachers and strong personnel practices.
- Supports the Human Resources department with accommodation process for sick and injured staff.
- Provides information and advice for the development, implementation, and evaluation of instructional policies, regulations, and procedures.

#### **5. PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION**

- Aids staff in the development and evaluation of proposed statements of educational program goals.
- Coordinates curriculum development; arranges appropriate assessments or proposals for locally developed courses.
- Supervises and coordinates district data for educational programs and student achievement.
- Assists and promotes articulation of educational programs.

#### **6. BOARD OPERATIONS**

- Attends Board meetings as required by the Superintendent/CEO.
- Remains current on developments in education in order to ensure the Board has the best possible information to address and consider emerging issues.
- Prepares reports on operations, including financial, education policy and personnel issues as well as other important issues facing the District to ensure the Board is current and abreast of all issues.
- Recommends courses of action and alternatives to the Board for its consideration.
- Provides support to ensure that the strategies identified in the Strategic Plan are addressed in a timely and effective manner and is accountable to the Superintendent/CEO and Board for meeting the strategic and operating objectives established for the District;
- Assists to ensure that personnel and organizational resources are directed towards accomplishing the objectives laid out in the District's Strategic Plan.

#### **7. RELATIONSHIPS WITH KEY STAKEHOLDERS**

- Supports the Board in maintaining effective relationships at the political level and ensures the District, through the Superintendent/CEO, has a strong and effective working relationship with senior officials in the Ministry of Education.
- Collaborates and maintains relationships with appropriate regional, national and international bodies and outside agencies and personnel in education including: (local teachers' association; unions; parent advisory councils; provincial organizations such as BCPSEA, BCSTA, BCTF, BCSSA, BCASBO, BCPVPA, etc.).
- Ensures the public education system is responsive to the needs of the community served by the District.



- Establishes contact with school personnel as necessary to remain adequately informed of educational developments in the District

#### **8. MEDIA AND COMMUNITY RELATIONS**

- Acts, as required, as a representative of the School District in official school and community functions.
- Maintains and enhances the District's public image by supporting the Board of Education in developing strategies and approaches for dealing with the media and the community at large, ensuring that the District has a clear and positive profile.

#### **9. FINANCIAL PLANNING & ANALYSIS**

- Develops proposed budgets for accounts under his/her jurisdiction, and ensures that expenditures for these accounts are within budgeted amounts and within the objectives, policies, plans and budgets established by the Board of School Education.

#### **10. OTHER**

- Performs such other duties as assigned by the Superintendent/CEO.

#### **11. REPORTING RELATIONSHIPS**

- Reports to: Superintendent/CEO.
- Directly Supervises: All elementary school principals, district vice-principals, district coordinators, the Instructional Learning Team, and instructional clerical staff