

Background

Guided by the Division's mission statement, vision, mandate, beliefs and values, the Associate Superintendent -Learning Services will 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.

Procedures

The Associate Superintendent -Learning Services is directly responsible and accountable to the Superintendent.

The Associate Superintendent -Learning Services- will have specific responsibilities for:


1. Faith Leadership
 - 1.1 Models involvement in a faith community
2. Educational Leadership
 - 2.1 Provides leadership in all matters related to Learning Services in the Division.
 - 2.2 Ensures students in the Division have the opportunity to meet the Special Education standards set by the Minister.
 - 2.3 Implements education policies established by the Minister.
 - 2.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
 - 2.5 Ensures accountability for program delivery at individual schools.
3. Personnel Management
 - 3.1 Has overall authority and responsibility for all personnel related issues related to Learning Services.
 - 3.2 Provides supervisory expertise to principals in related areas on request.
4. Planning and Reporting
 - 4.1 Provides leadership into the division's strategic planning process for Learning Services.
5. Board Relations
 - 5.1 Establishes and maintains positive professional working relations with the Board.
6. Organizational Management
 - 6.1 Demonstrates effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
7. Community Relations and Communications
 - 7.1 Works with the Superintendent to ensure that positive external and internal communications are developed and maintained.

- 8. Financial Management
 - 8.1 Works with the Superintendent and the Secretary-Treasurer to ensure the financial management of the Division is in accordance with the terms and conditions of funding received under the Education Act or any other applicable act of regulation.
 - 8.2 Develops a departmental budget within the parameters and constraints of the Division budget.
 - 8.3 Ensures the proper fiscal management of budget allocations.
 - 8.4 Operates in a fiscally prudent and responsible manner.
 - 8.5 Determines certificated and non-certificated staffing levels in the Learning Services department within the approved budget.
 - 8.6 In conjunction with the Secretary-Treasurer, investigates grant opportunities and partnerships.

- 9. Student Welfare
 - 9.1 Works with the Superintendent to ensure that each student is provided with a safe and caring environment that fosters and maintains respectful behaviors.
 - 9.2 Ensures a coordinated service delivery model is in place to support student access to programs and services.
 - 9.3 Develops and maintains positive and effective relations with provincial government departments and regional agencies which provide services/supports to students.

- 10. Leadership Practices
 - 10.1 Assists the Superintendent in providing professional development opportunities and mentorship to enhance and build capacity in division teachers and administrators.

- 11. Other Responsibilities
 - 11.1 This position does not and will not include teaching and school administration duties.
 - 11.2 Assist the Superintendent with the preparation of the Annual Education Plan and the Annual Education Results Report.

Reference: Sections 51, 52, 204, 222 Education Act	Approved: 
	Date Approved: June 2012
	Reviewed or Revised: June 2023, May 2024

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

