

ROLE OF ASSISTANT SUPERINTENDENT OF LEARNING SERVICES

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Assistant Superintendent of 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.

The Assistant Superintendent of Learning Services is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Assistant Superintendent of Learning Services assumes all responsibilities of the Superintendent in the Superintendent's absence.

Procedures

The Assistant Superintendent of Learning Services will have specific responsibilities for:

1. Student Learning

- 1.1. Ensures students in the HPSD within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- 1.2. Provides leadership and strategies to improve student achievement within the HPSD.
- 1.3. Ensures accountability for achievement of approved learning outcomes within areas of responsibility in all schools.
- 1.4. Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.5. Ensures learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning, and citizenship.
- 1.6. Has primary responsibility to lead the work of the Student Services Team and HPSD psychologists.

2. Student Wellness

- 2.1. Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 2.2. Ensures that a coordinated service delivery model is in place to support student access to programs and services.
- 2.3. Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.
- 2.4. Performs the function of Attendance Officer for HPSD pursuant to the provisions of the Education Act.

3. Human Resources Management

- 3.1. Supervises, evaluates, and reviews the performance of "direct reports".
- 3.2. Assists the Superintendent as required with the recruitment and selection of staff.
- 3.3. Provides support to high school principals and staff on understanding and implementing high school redesign directives from the province.
- 3.4. Provides supervisory expertise to principals and HPSD personnel.
- 3.5. Provides supervisory oversight of home education personnel.
- 3.6. Provides support in matters related to staff professional development.
- 3.7. Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.

4. Fiscal Responsibility

- 4.1. Develops a departmental budget within the parameters and constraints of the HPSD 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.
- 4.5. In conjunction with the Superintendent, acts on grant opportunities.

5. Policy/Administrative Procedures

- 5.1. Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
- 5.2. Ensures application of Board policies and administrative procedures as required in the performance of duties.
- 5.3. Supports the implementation of administrative procedures related to program, school, and student evaluation.

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 HPSP's culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.

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. Fosters close ties and develops partnerships with community agencies.
- 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 the resolution of concerns and conflicts.
- 7.5. Assists the Principal and School Council with the formulation and review of the philosophy, policies, and objectives for the school on request.

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.

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. Exhibits a high level of personal, professional, and organizational integrity.

HPSPD Appendices

[Appendix 451A – Performance Assessment Guide \(PAG\) for Assistant Superintendent of Learning Services](#)

References

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

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Reviewed: