

## ROLE OF DEPUTY SUPERINTENDENT

### Background

Guided by the Division's vision, mission, and core values, the Deputy Superintendent 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 Deputy Superintendent is directly responsible and accountable to the Superintendent. In the absence of the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent. The Deputy Superintendent is also designated as the Chief Deputy Superintendent pursuant to the Teaching Profession Act.

### Procedures

The Deputy Superintendent will have specific responsibilities for:

#### 1. Student Learning

- 1.1. Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
- 1.2. Provides leadership to meet student needs and program goals within the provincial K-12 curriculum.
- 1.3. Provides leadership and strategies to improve student achievement within the Division.
- 1.4. Ensures the effective implementation of the curriculum in the Division.
- 1.5. Provides support for initiatives to facilitate curricular outcomes.
- 1.6. Ensures accountability for achievement of approved learning outcomes in all schools.
- 1.7. Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in all schools and programs.
- 1.8. Ensures learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning, and citizenship.
- 1.9. Has primary responsibility to lead the work of the Student Services Team and Division psychologists.
- 1.10. Coordinates school/program reviews and evaluations as requested.
- 1.11. Provides a forum for the discussion of issues, trends and changes in instruction, curriculum and instructional support.

#### 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 the Division 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. Provides supervisory expertise to principals and Division personnel.
- 3.3. Provides supervisory oversight of home education personnel.
- 3.4. Provides support in matters related to staff professional development.
- 3.5. Ensures that selected Vice Principals:
  - 3.5.1 Implement education policies established by the Minister and the Board;
  - 3.5.2 Meet the competencies and indicators in the Leadership Quality Standard.
  - 3.5.3 Are accountable for program delivery at individual schools;
  - 3.5.4 Are accountable for the achievement of approved learning outcomes in instructional programming;

- 3.5.5 Implement and support Division-wide initiatives; and
- 3.5.6 Acknowledge, respect and understand the roles and procedures that govern support services within the Division Office in relation to schools and communities.
- 3.6. Works with the Director of System Assurance and the District Principal of System Support Services to identify, design and support:
  - 3.5.7 Programs to develop leadership capacity within the Division; and
  - 3.5.8 Processes to recruit, hire and evaluate administrators and teachers within the Division.
- 3.7. Provides opportunities for the professional development of Division staff.

#### **4. Fiscal Responsibility**

- 4.1. Develops a departmental budget within areas of responsibility 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.
- 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 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. Oversees school operations through the supervision of selected administrators.
- 6.4. Ensures staff has high satisfaction with the services provided and the responsiveness of departments within areas of responsibility.

#### **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. Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 7.3. Assists the Principal and School Council with the formulation and review of the philosophy, policies, and objectives for the school on request.
- 7.4. Attends School Council meetings, as requested, to provide information or resolve concerns within areas of responsibility.

#### **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 advice and recommendations, and prepares reports which the Superintendent requires to perform his role in an exemplary fashion.
- 8.4. Attends Board, Committee and Administrators' meetings as requested by the Superintendent and arranges other meetings as required.
- 8.5. Works cooperatively with the Division Leadership Team to implement Division plans, projects and initiatives.

8.6. Performs any other duties that are delegated 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 she works in carrying out the Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional, and organizational integrity.

**Division Appendices**

*Appendix 451B – Performance Assessment Guide (PAG) for Deputy Superintendent*

**References**

*Education Act Sections 53,68,196, 197,204,222,225*

*Access to Information Act*

*Employment Standards Code*

*Labour Relations Code*

*Protection of Privacy Act*

*Teaching Profession Act*

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Reviewed: