

ROLE OF DIRECTOR OF SYSTEM ASSURANCE

Background

Guided by the Division's vision, mission, and core values, the Director of System Assurance will assist the Superintendent in ensuring operational excellence, educational quality, and systematic compliance across all Division operations. This role combines strategic oversight of administrative procedures, high-level human resources support, and comprehensive educational assurance functions to maintain and enhance system-wide performance standards.

The Director of System Assurance is directly responsible and accountable to the Superintendent.

Procedures

The Director of System Assurance will have specific responsibilities for:

1. Systems Leadership

- 1.1. Ensures compliance with provincial regulations, policies, and educational standards.
- 1.2. Coordinates with various departments to standardize processes and procedures.
- 1.3. Oversees documentation management and procedural training initiatives.
- 1.4. Ensures the application of Board policy and Division administrative procedures as required in the performance of duties.
- 1.5. Provides overall leadership in the planning, development, implementation and evaluation of Administrative Procedures across all Division operations.

2. Human Resources Leadership

- 2.1. Provides recommendations to the Superintendent regarding strategic work force planning.
- 2.2. Provides coaching and mentorship to school administrators.
- 2.3. Supports principals and assistant principals in operational excellence.
- 2.4. Facilitates professional learning opportunities for administrative staff.
- 2.5. Conducts performance assessments and provides constructive feedback.
- 2.6. Leads administrative team development initiatives.
- 2.7. Supports the training of school administrators and the development of leadership capacity within the Division.

3. Human Resources Management

- 3.1. Provides high-level Human Resources support to the Director of Corporate Services in strategic planning and implementation.
- 3.2. Assists in complex employee relations matters and conflict resolution processes.
- 3.3. Supports recruitment, retention, and professional development strategies. Provides supervisory expertise to principals and Division personnel.
- 3.4. Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.

- 3.5. Coordinates with the Superintendent on the administration of all certificated employment contracts in the best interests of the Division, including leaves, transfers, transitions to retirement.
- 3.6. Provides support in matters related to staff professional development.

4. Educational Quality Assurance

- 4.1. Analyzes and reports on mark discrepancies across schools and programs.
- 4.2. Conducts comprehensive marking consistency reviews and implements improvement strategies.
- 4.3. Provides leadership and strategies to enhance children's and student's assessment within the Division.
- 4.4. Examines Annual Education Results Report (AERR) data for trends and improvement opportunities.
- 4.5. Oversees analysis of Provincial Achievement Tests (PATs) and Diploma examination results.
- 4.6. Reviews and provides feedback on school Three-Year Education Plans.
- 4.7. Identifies systemic patterns and recommends data-driven improvement strategies.
- 4.8. Supports school personnel in educational data analysis and decision making.
- 4.9. Supports implementation of school review processes.

5. Fiscal Responsibility

- 5.1. Develops a department budget within the parameters and constraints of the Division budget.
- 5.2. Ensures the proper fiscal management of department budget allocations.
- 5.3. Operates in a fiscally prudent and responsible manner.
- 5.4. Makes recommendations regarding resource allocations to support system assurance functions.

6. Organizational Management

- 6.1. Contributes to a Division culture which facilitates positive relationships, results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 6.2. Maintains comprehensive systems for tracking and reporting on Division-wide performance metrics.

7. Communications and Community Relations

- 7.1. Takes appropriate actions to ensure open, transparent internal communications are developed and maintained in areas of responsibility.
- 7.2. Ensures staff, students, and parents have a high level of satisfaction with the services provided.
- 7.3. Investigates, and facilitates resolution of, concerns and conflicts within areas of responsibility.
- 7.4. Provides clear and comprehensive reporting on system assurance metrics to stakeholders.

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 information which the Superintendent requires to perform his role in an exemplary fashion.
- 8.4. Supports the Superintendent in strategic decision-making through comprehensive data analysis and recommendations.

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.
- 9.3. Demonstrates commitment to continuous improvement and professional growth.
- 9.4. Models collaborative and inclusive leadership practices.

References

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

Access To Information Act

Employment Standards Code

Labour Relations Code

Occupational Health and Safety Act

Protection of Privacy Act

Leadership Quality Standard

Approved: October 31, 2025

Reviewed: