



ASSOCIATE SUPERINTENDENT

Background

The Associate Superintendent is responsible for realizing the Division's goals and priorities by providing expertise and support to the Superintendent, Principals, and other Division and school staff.

Procedures

1. The appointment of an Associate Superintendent will be in accordance with Board Policy 16.
2. The individual appointed is responsible to the Superintendent.
3. Complete the Superintendent Leadership Quality Standard (SLQS) certification within 3 years of being appointed.
4. Specific duties of the position shall be outlined in a job description developed for that position and shall include modelling participation and involvement in the parish and Division faith communities and supporting opportunities for spiritual development of staff and students. The Associate Superintendent is responsible for providing leadership and coordination with the Division by:
 - 4.1 In the absence of the Superintendent, or delegation by the Superintendent, acting as the Division link between all departments of Alberta Education and/or other education-related agencies.
 - 4.2 Working directly and cooperatively with school administration to ensure that provincially prescribed Programs of Study and Board mandated programs are being followed.
 - 4.3 Providing direct support and assistance to school administration in all matters related to school operations.
 - 4.4 Initiating, planning, and being directly involved with conducting program and school reviews.
 - 4.5 Supporting and assisting with actions on recommendations that arise out of program and school reviews.
 - 4.6 Working directly and cooperatively with the Superintendent to coordinate/support the development of the Division's Four-Year Assurance Plan.
 - 4.7 Working directly in planning and coordinating Division leadership initiatives.
 - 4.8 Working directly and collaboratively with the Superintendent to assist in supporting Board activities and initiatives.



- 4.9 Reviewing and supporting the development and updating of Division Administrative Procedures.
- 4.10 Supporting and working collaboratively with Division Office leadership team and staff.
- 4.11 Performing such other tasks, except for teaching and school administration, which may be assigned by the Superintendent.

Specific duties shall be outlined in a job description of either Learning Services or Human Resources, as assigned by the Superintendent, for the position of Associate Superintendent.

Reference: Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act