

Administrative Procedure 451

ROLE OF DEPUTY SUPERINTENDENT (HUMAN RESOURCES)

Background

Guided by the Division's mission statement, mandate, values and beliefs, and guiding principles, the Deputy Superintendent (Human Resources) will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Deputy Superintendent (Human Resources) is directly responsible and accountable to the Superintendent.

The Deputy Superintendent (Human Resources) 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 Ensures the effective implementation of curriculum in the Division.
 - 1.3 Provides support for initiatives to facilitate curricular outcomes.
 - 1.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
 - 1.5 Liaises with Alberta Education to ensure appropriate special needs program development and implementation.
 - 1.6 Ensures accountability for program delivery at individual schools.
 - 1.7 Provides focused instructional leadership and support for selected high-priority Division programs (religious education, literacy, inclusive education, fine arts, FNMI, AISI and French language).
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 agencies which provide services/supports to students.

3. Personnel Management
 - 3.1 Supports the orientation, staff development, supervision and evaluation of Student and Learning Services personnel in collaboration with the Associate Superintendent (Personnel and Corporate Services).
 - 3.2 Ensures job descriptions and evaluation materials for Student and Learning Services personnel are developed and updated and are in accordance with the process established by the Associate Superintendent (Personnel and Corporate Services).
 - 3.3 Provides supervisory expertise to Principals in related areas on request.
4. Fiscal Responsibility
 - 4.1 Develops a departmental budget within the parameters and constraints of the Division budget.
 - 4.2 Ensures the proper fiscal management of budget allocations.
 - 4.3 Operates in a fiscally prudent and responsible manner.
 - 4.4 Determines staffing levels in the Student and Learning Services department within the approved budget.
 - 4.5 Investigates grant opportunities and partnerships.
 - 4.6 Manages and tracks progress of grants and projects specific to roles and responsibilities.
5. Advocate of Catholic Education
 - 5.1 Models involvement in a Catholic faith community and ensures students and staff are provided opportunities for spiritual development within the Division.
 - 5.2 Promotes collaboration and communication between the schools, the parish and the diocese.
 - 5.3 Seeks to strengthen the Division's Catholic identity in the community and the province.
6. Administrative Procedures
 - 6.1 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
7. Organizational Management
 - 7.1 Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
8. Communications and Community Relations
 - 8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 8.2 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the department.

9. Superintendent Relations

- 9.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides the Superintendent with information on current and emerging issues.
- 9.4 Monitors and reports on the achievement of identified Division Education Plan goals.
- 9.5 Performs other duties as required by the Superintendent.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom s/he works in carrying out the Superintendent's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Section 52, 53, 204, 222, 225 Education Act