

ROLE OF THE DEPUTY SUPERINTENDENT HUMAN RESOURCES AND LEADERSHIP DEVELOPMENT

Background

Guided by the Division's vision, mission, beliefs, values and goals, 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 School Act and Board policy.

Procedures

The Deputy Superintendent is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent in the Superintendent's absence.

The Deputy Superintendent, will have specific responsibilities for:

1. Human Resources Leadership
 - 1.1 Provides effective Teacher Induction Programs.
 - 1.2 Provides recommendations to the Superintendent regarding strategic workforce planning.
 - 1.3 Assists Division personnel with Human Resources processes (e.g. conflict resolution and mediation).
 - 1.4 In collaboration with the Secretary Treasurer, leads the Board's negotiating committees.
2. Human Resources Management
 - 2.1 Supervises, evaluates and reviews the performance of direct reports.
 - 2.2 Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent's direction and approval of the budget by the Secretary-Treasurer.
 - 2.3 Establishes the frameworks for supervision and evaluation of all personnel.
 - 2.4 Supervises the evaluation of school staff in consultation with principals.
 - 2.5 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.
 - 2.6 Administers all employment contracts in the best interests of the Division, including leaves, transfers, and transitions to retirement.
 - 2.7 Administers the employee classification system (job descriptions, grid placements).
 - 2.8 Administers the Employee and Family Assistance Program.

- 2.9 Administers all personnel files, except Senior Administration which are the direct responsibility of the Superintendent.
 - 2.10 Within areas of responsibility and with permission from the Superintendent, accesses legal opinions from the Board lawyers as required.
 - 2.11 Provides support to Division personnel, as assigned by the Superintendent.
3. Fiscal Responsibility
- 3.1 Makes recommendations to the Superintendent regarding staff allocations to include in the Division budget.
 - 3.2 In collaboration with the Secretary Treasurer, Develops a department budget within the parameters and constraints of the Division budget.
 - 3.3 Ensures the proper fiscal management of department budget allocations.
 - 3.4 Operates in a fiscally prudent and responsible manner.
4. Policy/Administrative Procedures
- 4.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 4.2 Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
 - 4.3 Ensures the application of Board Policy and Division Administrative Procedures as required in the performance of duties.
5. Organizational Management
- 5.1 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.
 - 5.2 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. Communications and Community Relations
- 6.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
 - 6.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
 - 6.3 Investigates, and facilitates resolution of, concerns and conflicts.
7. Superintendent Relations
- 7.1 Establishes and maintains positive, professional working relations with the Superintendent and senior management team..
 - 7.2 Honours and facilitates the implementation of the Board's Roles and Responsibilities as defined in Board policy and encourages staff to do the same.

7.3 Provides information which the Superintendent requires to perform their role in an exemplary fashion.

8. Leadership Practices

8.1 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.

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

8.3 Demonstrates leadership practice as outlined in the System Education Leader Practice Profile and the Superintendent Leadership Quality Standard.

9. Other Duties and Obligations.

9.1 Performs other duties and obligations as assigned by the Superintendent.

Reference: Education Act
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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