
ROLE OF ASSISTANT SUPERINTENDENT BOARD RELATIONS

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Superintendent Board Relations, 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 Assistant Superintendent Board Relations is directly responsible and accountable to the Superintendent. The Assistant Superintendent Board Relations will have specific responsibilities for:

1. Corporate Secretary
 - 1.1 Ensures the maintenance, access and protection of records in accordance with the FOIP Act and Regulations.
 - 1.2 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
 - 1.3 In years of municipal elections, assumes duties of the Returning Officer for Grande Yellowhead Public School Division.
 - 1.4 Processes correspondence for the Superintendent, including filing and archives of information.
 - 1.5 Compiles the Superintendent's monthly report to the Board.
 - 1.6 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.
 - 1.7 Provides general support for the Superintendent.
2. Communications
 - 2.1 Liaises with the Superintendent, and senior team to ensure positive Division internal and external communications are developed and maintained.
 - 2.2 Develops and maintains a media relations plan that includes preparation and evaluation of media releases, and the development of effective media relationships.
 - 2.3 Develops, maintains and implements, as required, a crisis communications plan.
 - 2.4 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
 - 2.5 Ensures students, staff and parents have a high level of satisfaction with the services provided and the responsiveness of departments.
 - 2.6 Ensures Freedom of Information and Protection of Privacy Act processes are effectively implemented.

- 2.7 Arranges meetings for the Board with locally elected politicians.
3. Community Relations
 - 3.1 Supports the Division's community engagement initiatives with particular attention to online engagement.
 - 3.2 Supports the maintenance of positive and effective relations with stakeholders.
 - 3.3 Participates actively in community affairs in order to enhance and support the Division's mission.
 - 3.4 Develops and maintains positive and effective relations with provincial and regional government departments and agencies, when appropriate.
4. Policy/Administrative Procedures
 - 4.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
 - 4.2 Ensures the application of Board policies and 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 Arranges and provides public notice of all Board meetings and other proceedings as required in the operation of the Division.
 - 5.3 Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.
 - 5.4 Manages the filing and archive system for all Board agreements.
 - 5.5 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.
6. Superintendent Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Superintendent.
 - 6.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 6.3 Provides information, which the Superintendent requires to perform his/her role in an exemplary fashion.

7. Leadership Practices

- 7.1 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.
- 7.2 Exhibits a high level of personal, professional and organizational integrity.
- 7.3 Performs other duties and obligations, except those related to teaching or school administration, as assigned by the Superintendent

References: Section 53, 52, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Local Authorities Election Act
Occupational Health and Safety Act
Funding Manual for School Authorities

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