

---

## **ROLE OF ASSISTANT SUPERINTENDENT - BOARD RELATIONS, COMMUNICATIONS, CURRICULUM, INSTRUCTION AND ASSESSMENT**

### **Background**

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board Policy.

### **Procedures**

The Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment is directly responsible and accountable to the Superintendent and responsible for:

1. Corporate Secretary/Board Relations Leadership
  - 1.1 Provides general support to the Superintendent.
  - 1.2 Supports the Superintendent in the compilation of Board Reports and Board packages.
  - 1.3 Arranges and provides public notice of all Board meetings and other proceedings as required in the operation of the Division.
  - 1.4 Attends all Board meetings and oversees the accuracy of Board proceedings in minutes.
  - 1.5 Oversees, in collaboration with the Superintendent, Board correspondence.
  - 1.6 Provides leadership on all matters related to Board Relations.
  - 1.7 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
  - 1.8 Provides research support to the Board and Superintendent.
  - 1.9 Primary contact for all requests to come before the Board as a Delegation.
  - 1.10 Processes correspondence for the Superintendent, including filing and archives of information.
  - 1.11 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
  - 1.12 Assists the Superintendent in the preparations for the annual Superintendent's evaluation.
  - 1.13 In years of municipal elections, supports the Secretary-Treasurer in their role as the Returning Officer for Grande Yellowhead Public School Division.
2. Communications
  - 2.1 Supervises Division Communications.
  - 2.2 Liaises with the Superintendent, and senior team to ensure timely and accurate internal and

external communications.

2.3 Works in collaboration with the Senior Team to develop the Three-Year Education Plan (3 YEP) and Annual Education Results Report (AERR).

2.4 Develops and maintains a media relations plan that includes preparation and evaluation of media releases, and the development of effective media relationships.

2.5 Contributes to the Business Continuity Plan.

2.6 Ensures Freedom of Information and Protection of Privacy Act processes are effectively implemented.

### 3 Community Relations

3.1 Oversees the facilitation of Community Engagements

3.2 Supervises the arrangement of meetings for the Board with elected politicians, and other Boards.

3.3 Supports the maintenance of positive and effective relations with stakeholders.

3.4 Participates actively in community affairs in order to enhance and support the Division's mission.

3.5 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 Curriculum, Instruction and Assessment

5.1 Supervises the Director of Curriculum and Assessment

5.2 Ensures students in the Division within areas of responsibility have the opportunity to meet the standards of education set by the Minister.

5.3 Ensures the effective implementation of K-12 curriculum in the Division.

5.4 Provides support for initiatives to facilitate curricular outcomes.

5.5 Ensures accountability for achievement of approved learning outcomes in all schools.

5.6 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.

5.7 Ensures appropriate programming is in place for French Immersion students.

5.8 Ensures appropriate programming is in place for First Nations, Métis and Inuit initiatives.

### 6 Student Wellness

6.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.

## 7 Organizational Management

7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to the Superintendent's expectations.

## 8 Superintendent Relations

8.1 Establishes and maintains positive, professional working relations with the Superintendent.

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

## 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 Performs other duties and obligations, except those related to teaching or school administration, as assigned by the Superintendent.

9.4 Develops and implements a personal professional growth plan for their ongoing professional improvement.

## 10 Human Resources Management

10.1 Supervises, evaluates, and reviews the performance of Director of Curriculum and Instruction.

10.2 Assists the Assistant Superintendent – Human Resources as required with the recruitment and selection of professional staff.

10.3 Collaborates with the Superintendent in the supervision and evaluation of school based administrative staff, as requested.

References: Section 11, 33,52,53,68,196,197,204,222,225 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

Approved: February 2020

Amended: June 5, 2020