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## ROLE OF ASSISTANT SUPERINTENDENT – INCLUSIVE LEARNING AND TECHNOLOGY

### Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Assistant Superintendent Inclusive Learning and Technology 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 – Inclusive Learning and Technology is directly responsible and accountable to the Superintendent.

The Assistant Superintendent – Inclusive Learning and Technology will have specific responsibilities for:

1. Inclusive Learning
  - 1.1 Ensures students in the Division within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
  - 1.2 Ensures the effective implementation of inclusive curriculum in the Division.
  - 1.3 Provides support for initiatives to facilitate curricular outcomes.
  - 1.4 Ensures accountability for achievement of approved learning outcomes in all schools.
  - 1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
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/community agencies which provide services/supports to students.
3. Human Resources Management
  - 3.1 Supervises, evaluates, and reviews the performance of the Directors of Technology and Inclusive Learning.
  - 3.2 Assists the Deputy Superintendent of Human Resources, as required, with the recruitment and selection of professional staff.

- 3.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.
- 4. Fiscal Responsibility
  - 4.1 Develops the Inclusion and Technology department budgets within the parameters and constraints of the Division budget.
  - 4.2 Ensures the proper fiscal management of budget allocations.
  - 4.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
  - 4.4 Operates in a fiscally prudent and responsible manner.
- 5. Policy/Administrative Procedures
  - 5.1 Assists the Superintendent in the planning, development, implementation, and evaluation of Board Policy within areas of responsibility.
  - 5.2 Provides leadership in the planning, development, implementation, and evaluation of Administrative Procedures within areas of responsibility.
  - 5.3 Ensures the application of Board Policy and Division Administrative Procedures as required in the performance of duties.
- 6. Technology Services Leadership
  - 6.1 Provides leadership on all matters related to Division technology directions.
  - 6.2 Supports the professional development of Division staff relative to the use of technology.
  - 6.3 Ensures technical support services are provided to all Division sites.
  - 6.4 Ensures ongoing technology infrastructure supports staff productivity and student learning.
  - 6.5 Ensures the maintenance, access and protection of student records in accordance with the FOIP Act and Regulations.
- 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 Superintendent directives.
  - 7.2 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.
- 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 students and parents have an acceptable level of satisfaction with the services provided within areas of responsibility.

8.3 Investigates and facilitates resolution of concerns and conflicts.

## 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 information the Superintendent requires to perform their role in an exemplary fashion.

## 10. Leadership Practices

- 10.1 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.
- 10.2 Exhibits a high level of personal, professional, and organizational integrity.
- 10.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.

## 11. Other Duties and Obligations

- 11.1 Performs other duties and obligations as assigned by the Superintendent.

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  
Occupational Health and Safety Act  
Teaching Profession Act

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