

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-4**

#80185

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**POSITION TITLE: ASSISTANT SUPERINTENDENT****REPORTS TO:** Superintendent/Chief Executive Officer**SUPERVISES:** School Administrators, Divisional Administrators and all Non-Financial Administrative and Supervisory staff as designated by the Superintendent/Chief Executive Officer**JOB SUMMARY:** To assist the Superintendent/Chief Executive Officer with all Divisional operations and to assist in providing strategic leadership to the Division by working together with the Board, the Secretary-Treasurer/Chief Financial Officer, and the senior administrative team to determine and lead the educational direction of the school system.**KEY ACCOUNTABILITIES:**

1. To assist in the leadership of the effective development and implementation of curriculum, and all aspects of teaching and learning.
2. To assist in establishing a framework for teaching, learning and assessment for all students and to ensure the educational program meets the needs of all students.
3. To work alongside the Board in its commitment to an equity focus to impact policy, administrative action, instructional practice and representation.
4. To provide leadership throughout the Division, using an equity lens to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.
5. To contribute to the multi-year strategic planning process and provide direction for divisional planning initiatives, including ensuring effective systems to demonstrate achievement.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	1 of 3
		Motion 02-04-24	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-4**

6. To interpret policies, mandates and requirements in ways that maintain the congruence between the divisional vision, values, legislated obligations and practice.
7. To support the enhancement of divisional leadership capacity, through support and mentorship for new and aspiring school leaders.
8. To provide information and recommendations to the Board to facilitate decision-making.
9. To participate in the Board's meeting process and to share responsibility for any action items, correspondence, and communications that arise from such proceedings with the Superintendent/Chief Executive Officer.
10. To develop effective communication strategies and to maintain positive relationships with all stakeholders, including parents, community members and external organizations.
11. To act as a direct liaison between the Superintendents' department and school administrators.
12. To oversee development of related budgets and to monitor budgets to ensure Board policy and procedures are followed.
13. To assist with the preparation of relevant documents for reporting data as required by the Educational Information System and the Public Schools Act regulations.
14. To ensure Kindergarten to Grade 12 curriculum is implemented and monitor student progress through the gathering and analysis of school and divisional data.
15. To participate in the selection and supervision processes of divisional staff as required
16. To monitor existing programs, assessment practices and instructional strategies and implement changes as required to meet the needs of all students.
17. To foster a commitment to continuous improvement, ongoing professional development and learning communities across the Division.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	2 of 3
		Motion 02-04-24	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-4**

18. To approve educational field trips within Canada.

19. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's degree in Education
- Significant School Division leadership experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	3 of 3
		Motion 02-04-24	