

#1848555

**Administrative and Professional School
Staff Job Descriptions**

Position Title: Assistant Superintendent, Educational Planning and Policy

Reports To: Superintendent/Chief Executive Officer or Designate

Supervises: Communications Specialist, Transportation Supervisor, International Education Manager, Continuing Education Manager and others as assigned

Job Summary: To contribute to the creation of a shared vision, to continually set or revise policy and procedure in support of the Division’s strategic plan and to communicate information and direction to all Divisional stakeholders.

Key Accountabilities:

1. To support the Superintendent in providing leadership in planning and developing an educational system that will meet the established goals of the Division.
2. To support the Superintendent in the development and implementation of a long-range planning process for the Division.
3. To support the annual Strategic Planning process and implement the plan as approved in an effort to ensure the improvement of teaching and learning.
4. To involve the Board appropriately in the planning and administration efforts, including ensuring the early identification of Board priorities up to and including ensuring final Board approval.
5. To model and support the effective use of data, and advanced data analytics tools and practices in an effort to ensure appropriate focus and effective use of Division resources, and to prepare relevant documents for reporting data as required.
6. To promote systems thinking, system awareness and cooperation among system components; and to assist the school principals and staffs in developing and meeting school goals that align with Divisional priorities.
7. To define and track key performance indicators for planning effectiveness.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

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8. To design, implement, monitor, interpret and make recommendations resulting from student, staff, caregiver, and community observations and surveys with respect to the Division's and individual schools' progress and success.
9. To encourage and initiate liaison and consultation between schools and community groups such as post-secondary institutions, employers and other community agencies.
10. To promote and encourage a commitment to continuous improvement by continually assessing strategies, initiatives, policies and practices to ensure they reflect educational trends, legislative changes and the Board's direction.
11. To work in collaboration with the various business areas of the Division and to collect, analyze and report data in support of decision-making for all strategic change initiatives and plans in accordance with the established budget.
12. To act as the lead communications strategist, to promote a positive relationship with the community, to report regularly on results achieved, and to provide general direction and oversight with respect to the Division's communications plan.
13. To interpret Board policies and decisions for staff and to members of the community and to assist in developing guidelines and procedures to ensure their implementation.
14. To oversee technology education, and the work performed by Continuing Education as well as International Education to ensure that the goals, processes and outcomes align with Divisional targets.
15. To assume other responsibilities as required.

Required Education and Experience:

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

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