

2.0. Human Resources

2.B. Position Descriptions

ASSISTANT SUPERINTENDENT

Policy Reference: EL-1.2

BASIC FUNCTION:

The Assistant Superintendent assists the Superintendent in the development and execution of policy and the supervision of educational programs.

WORKING RELATIONSHIPS:

Reports to the Superintendent and the Board of Trustees

SPECIFIC FUNCTIONS:

Personnel:

1. Assist the Superintendent in recruitment and selection of school administrators and professional staff.
2. Mentor the Student Services Coordinator in the recruitment and selection of special education personnel (Resource Teachers, Clinicians, Consultants and Educational Assistants).
3. Assist the Superintendent in the evaluation of school administrators and professional staff.
4. Assist the Superintendent in assessing the staffing needs at the Kindergarten – Grade 12 level.
5. Make regular visits to schools for the purpose of needs assessment, evaluation, coordination and planning of school and divisional programs Kindergarten – Grade 12

Administration:

6. In the absence of the Superintendent, the Assistant Superintendent shall assume the duties and responsibilities of the Superintendent.
7. Assist the Superintendent in the development, implementation and evaluation of School Division Policy.
8. Attend Principals' meetings and meetings of the Lakeshore School Division Board of Trustees upon need and/or request.

Finance:

9. Assist the Secretary-Treasurer and the Superintendent with the preparation of the annual School Division budget.

Other Duties:

10. Assume the responsibility for personal and professional growth and development through attendance at educational conferences and seminars to enhance skills in educational programming.
11. Carry out other duties as per recognized needs.
12. Carry out other duties as assigned by the Superintendent and/or the Board of Trustees.