

# DEPUTY SUPERINTENDENT

## Background

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Deputy Superintendent will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, Board Policy, Human Resources and Administrative Procedures. Annual portfolio assignments of the Assistant Superintendent(s) will be determined by the Superintendent for the upcoming school year.

## Procedures

The Deputy Superintendent will report directly to the Superintendent and will have specific responsibilities for:

1. Leadership Practices
  - 1.1 Lead semi-annual school-based accountability meetings.
  - 1.2 Develop and implement a professional development plan for his/her ongoing professional improvement in consultation with the Superintendent.
  - 1.3 Address with principal's critical or emergent issues impacting the school in a solution focused framework.
  - 1.4 Personally promote and ensure school administrators are guided by and promote the mission, vision, values and goals of Wild Rose Public Schools.
  - 1.5 Ensure communication to school councils regarding Board and Superintendent direction is accurate.
  - 1.6 The Deputy Superintendent is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
  - 1.7 Work with the Superintendent to implement, facilitate, and improve strategies for leadership growth and succession through professional staff development strategies throughout the Division.
  - 1.8 Acts for the Superintendent in his/her absence, including having appropriate signing authority.

## Deliverables

- Annual evaluation reports are provided to principals based on the semi-annual accountability meetings.
- Specific examples of 1.3-1.8

- Annual creation and implementation of a professional growth plan and results 1.2

## 2. Personnel Management

- 2.1 Evaluate principal performance and make recommendations regarding term administrative designation renewals.
- 2.2 Supervise and evaluate the Assistant Superintendent.
- 2.3 Assist the Superintendent as required with any and all aspects of the evaluation of teachers and/or administrative personnel.
- 2.4 Approve professional development activities for principals and vice principals.
- 2.5 Address Human Resources and Personnel issues related to certificated staff in all schools.

### Deliverables

- Evaluation reports for Assistant Superintendent, Principals, and direct reports, as required are completed on time and in accordance with prescribed evaluation processes.
- Documentation specific to 2.3
- Specific examples for 2.4 and 2.5

## 3. Strategic Planning

- 3.1 Ensure accountability and provide support to assigned schools in educational planning and reporting.
- 3.2 Assist the Superintendent in the development of the 3 Year Education Plan and the Annual Education Results Report.

### Deliverables

- Annual evaluation reports to principals emanating from the semi-annual accountability meetings.
- Direct observations of 3.2

## 4. Fiscal Responsibility

- 4.1 Provide accountability and support in fiscal leadership to assigned schools.
- 4.2 Assist the Secretary Treasurer in the development of the operating budget.

### Deliverables

- Information obtained from the Secretary Treasurer
- Direct observation by the Superintendent for 4.3

## 5. Deputy Superintendent\Superintendent Relations

- 5.1 Interact with the Superintendent in an open, honest, proactive, and professional manner
- 5.2 Support and enhance the Superintendent\Board relationship
- 5.3 Advocate for and accurately represent Board and Superintendent directions at all times, including school council meetings, staff meetings, community and parent interactions
- 5.4 When Deputy Superintendent disagrees with the Superintendent's decision or direction, the Deputy Superintendent follow a process parallel to the CASS code of ethics.

#### Deliverables

- Direct observations 5.1 and 5.4 by the Superintendent
- Specific examples 5.2 and 5.3

### 6. Administrative Procedures

- 6.1 Provide leadership in the development, implementation, and interpretation of administrative procedures.

#### Deliverables

- Direct observation by the Superintendent
- Track Changes Manual

### 7. Leadership Practices

- 7.1 Model high ethical standards of conduct including adherence to the beliefs and values of the Division (Board Policy 1).
- 7.2 Implement with integrity, ownership and in a timely fashion the directions of the Superintendent.
- 7.3 Apply a district-wide perspective when engaged in decision-making opportunities provided by the Superintendent or designate.
- 7.4 Unite staff towards the goals of the division.
- 7.5 Manage conflict effectively.
- 7.6 Model commitment to personal and professional growth.

#### Deliverables

- Specific examples 7.1-7.5.
- Results of the professional growth plan 7.6

### 8. Organizational Management

- 8.1 Ensure high quality management services are provided including adherence to all timelines and quality requirements provided by the Superintendent and Alberta Education.

#### Deliverables

- Direct observation by the Superintendent
- Compliance letter from the Education Manager

#### 9. Other Duties and Obligations

9.1 Perform other duties and obligations as assigned by the Superintendent.

#### Deliverables

Reference: Section 61, 96, of the School Act  
Revised: September 1, 2008