



Administrative Procedure 453.1

ROLE OF ASSISTANT SUPERINTENDENT

Background

Guided by the District's vision, principles, mission and values, and our goals, the Assistant Superintendent will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the [School Act](#) and [Board policy](#).

The Assistant Superintendent is part of the District's senior administrative team, comprised of the Superintendent, Assistant Superintendents and Secretary-Treasurer.

In the event the Superintendent is unable to attend to prescribed duties, due to illness or absence, the Assistant Superintendent shall act on behalf of the Superintendent and during the absence of the Superintendent shall have authority to carry out all duties of the Superintendent.

The Assistant Superintendent will assist the Superintendent in providing leadership in developing, achieving, and maintaining the best possible educational programs in the schools of the District. The primary focus is to provide leadership and assistance to personnel in the areas of curriculum implementation, staff development, and instruction. The Assistant Superintendent will demonstrate a commitment to excellence in teaching and learning and in the enhancement of schools as professional learning communities.

The Assistant Superintendent shall exemplify strong moral values, high standards of ethical conduct, a commitment to the District's philosophy of education, and excellent interpersonal, communication and administrative skills.

The specific delegated responsibilities of the Assistant Superintendent arise from the position description of the Superintendent.

Procedures

1. The Assistant Superintendent will have delegated responsibilities for Board of Education.
 - 1.1 Promotes and supports the implementation of Board policies and directives with district staff and with the public.
 - 1.2 Attends all meetings of the Board of Education and committees of the Board of Education as assigned and/or requested.
 - 1.3 Creates and explains professional learning presentations to the Board of Education as requested.

- 1.4 Provides, upon request, background material, statistics, student achievement and program data for reports to the Board of Education.
 - 1.5 Represents the Board, when so directed, at meetings in which the District has an official or educational interest.
 - 1.6 Develops and drafts policies, administrative procedures, and exhibits as requested.
2. Educational and School Leadership
- 2.1 Provides direct support to the Langley School administration team.
 - 2.2 Meets regularly with elementary and middle years principals to coordinate required educational initiatives that would advance elementary and middle years programming across the school district.
 - 2.3 Attends high school principals' meetings when available.
3. District and School Planning
- 3.1 Leads assigned provincial initiatives as requested.
4. Completes required work in the planning, organization, execution, and reporting processes of the following:
- 4.1 District and School Planning
 - Leads assigned provincial initiatives as requested.
 - Completes required work in the planning, organization, execution, and reporting.
 - 4.2 District's Educational Plan
 - Participates with the annual school planning meetings.
 - Provides leadership to school principals with the implementation of District priorities in their school action plans
 - Provides leadership to designated District committees with the implementation of District priorities.
 - 4.3 Curriculum Leadership
 - Provides direction as required to principals with the implementation of new K – 12 curriculums.
 - Keeps abreast of general developments in the field of curriculum and brings to the attention of the Superintendent, principals, and teachers those of significance for the school division.
 - 4.4 Student Assessment and Evaluation
 - Coordinates K – 12 student assessment policies, procedures, and practices that support district priorities.
 - Reviews K – 12 student assessment results and provide recommendations to Superintendent and K – 12 principals.

4.5 Personnel

- Assists the Superintendent and school principals with the recruitment of professional staff.
- Works with the Human Resources Coordinator to establish and maintain a suitable pool of qualified substitute teachers.
- Provides leadership to school principals to ensure that performance evaluations of professional staff are completed.
- Supervises, coaches, and evaluates school principals as assigned by Superintendent.
- Recommends required reassignment of teachers due to program and service requirement changes to the Superintendent.
- Assists the selection committee for principal/vice principals as requested by the Superintendent.
- Offers employment to teachers new to the District when requested by the Superintendent.

4.6 Finance and Budget

- Prepares, in collaboration with the Secretary-Treasurer and Human Resources Coordinator, the annual staffing formula - professional staffing allocation documentation.
- Advises the Superintendent in the preparation of the annual operating budget and capital budget for educational and programming activities and requirements that support early and middle years programming.
- Manages, authorizes expenditures, and completes reporting requirements of assigned operational budgets, categorical grants, and special projects.

4.7 Professional Development

- Coordinates District in-services and workshops.
- Coordinates leadership development and programs.
- Supports public education through membership and participates in professional organizations.

4.8 Parent and Community

- Develops respectful working relationships with District Parent Advisory Council.
- Develops respectful working relationships and partnerships, as appropriate, with community agencies and organizations.
- Responds to parent and community inquiries about schools, program, and support services.
- Represents the Superintendent at school and/or community functions and events, as requested.
- Perform other duties as assigned by the Superintendent.

4.9 Education and Experience

- Holds a British Columbia Professional Teaching Certificate.

- Has a post-graduate degree or the equivalent combination of experience and education.
- A minimum of 5 years of educational administration experience; preferable at both the elementary and secondary levels.
- Exhibits strong interpersonal, communication, problem-solving, and community relations skills.
- Has a broad knowledge of current curriculum and instructional methodology.

5. Leadership Practices

- 5.1 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.
- 5.2 Exhibits a high level of personal, professional and organizational integrity.
- 5.3 Develops an ongoing professional growth plan, approved by the Superintendent to be reviewed twice per year.

Adopted: December 15, 2020