



Administrative Procedure 454

ROLE OF ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

Background

Guided by the District's vision, principles, mission, and values and our goals, the Assistant Superintendent – Human Resources 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.

Procedures

The Assistant Superintendent – Human Resources is directly responsible and accountable to the Superintendent.

The Assistant Superintendent – Human Resources, will have specific responsibilities for:

1. Human Resources Leadership
 - 1.1 Provides for training of administrators and the development of leadership capacity within the District as approved by the Superintendent.
 - 1.2 Provides effective Teacher and School Administrator Induction Programs.
 - 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
 - 1.4 Assists District personnel with human resources processes (e.g. conflict resolution and mediation).
 - 1.5 In collaboration with the Secretary-Treasurer, provides support to the Board's negotiating committees.
 - 1.6 Provides for the administration of arbitration and grievance procedures that arise out of the application of collective agreements with recognized employee organizations.
 - 1.7 Ensures District compliance with the requirements of Occupational Health and Safety legislation.
2. Human Resources Management
 - 2.1 Supervises, evaluates and reviews the performance of "direct reports".
 - 2.2 Conducts the selection process and participates in the selection panel for all administrative positions other than that of the Superintendent.

- 2.3 Recruits and hires all personnel in consultation with the direct supervisor in accordance with the Superintendent's direction and approved budget.
 - 2.4 Establishes the frameworks for supervision and evaluation of all personnel.
 - 2.5 Conducts the supervision and evaluation of school-based administrative staff, as requested by the Superintendent.
 - 2.6 Supervises the evaluation of school staff by, and in consultation with, principals.
 - 2.7 Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
 - 2.8 Administers all employment contracts in the best interests of the District, including leaves, transfers, transitions to retirement.
 - 2.9 Administers the employee classification system (job descriptions, grid placements).
 - 2.10 Administers the Employee & Family Assistance Program.
 - 2.11 Administers all personnel files.
 - 2.12 Within areas of responsibility, provides for legal opinions as required.
 - 2.13 Provides supervisory expertise to principals and District personnel.
 - 2.14 Provides support, as requested, to the Assistant Superintendent – Instructional Services in matters related to staff professional development.
3. Student Learning
 - 3.1 Supports implementation of School Growth Plans.
4. Student Wellness
 - 4.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
5. Fiscal Responsibility
 - 5.1 Makes recommendations to the Superintendent regarding staff allocations to include in the District budget.
 - 5.2 Develops a department budget within the parameters and constraints of the District budget.
 - 5.3 Ensures the proper fiscal management of department budget allocations.
 - 5.4 Operates in a fiscally prudent and responsible manner.
6. Policy/Administrative Procedures
 - 6.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.

6.3 Ensures the application of Board policy and District administrative procedures as required in the performance of duties.

7. Organizational Management

7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to the Superintendent's directives.

7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

8.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.

8.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.

8.3 Investigates, and facilitates resolution of, concerns and conflicts.

9. Superintendent Relations

9.1 Establishes and maintains positive, professional working relations with the Superintendent.

9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.

9.3 Provides information which the Superintendent requires to perform his/her role in an exemplary fashion.

10. Leadership Practices

10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.

10.2 Exhibits a high level of personal, professional and organizational integrity.

10.3 Develops an ongoing professional growth plan, approved by the Superintendent to be reviewed twice per year.

Reference: Sections 22, 65, 85 School Act

Adopted: December 15, 2020