

ROLE OF THE ASSOCIATE SUPERINTENDENT

Background

Guided by the District mission, vision, values, and our motto, the Associate 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.

Procedures

The Associate Superintendent is directly responsible and accountable to the Superintendent. The Associate Superintendent assumes all responsibilities of the Superintendent in the Superintendent's absence unless specific direction has been otherwise provided by the Superintendent.

The Associate Superintendent will have specific responsibilities for:

1. Student Learning
 - 1.1 Ensures students in the District within areas of responsibility have the opportunity to



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 Superintendent 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 and external communications are developed and maintained in areas of responsibility.
- 8.2 Fosters close ties and develops partnerships with community agencies.
- 8.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 8.4 Investigates and facilitates resolution of concerns and conflicts.
- 8.5 Assists the Principal and the parents' advisory council with the formulation and review of the philosophy, policies and objectives for the school on request.

9. Superintendent Relations

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