

(1) General Responsibilities

- (a) Initiates, directs and co-ordinates the development, implementation and evaluation of appropriate curricular programs for early, middle and senior years students.
- (b) In co-operation with the superintendent's department, initiates and co-ordinates the professional development and training of staff for programs at appropriate levels of the school system.

(2) Duties, Authority, and Responsibilities

Under the direction of the superintendent and subject to the established policies of the board of trustees:

(a) Operations

- (i) Initiates, directs and co-ordinates:
 - a) the implementation of educational programs once developed;
 - b) the monitoring of the implementation of educational programs;
 - c) the identification of curricular needs and priorities;
 - d) the setting of specific instructional objectives and policies consistent with the school division's goals, policies and priorities;
 - e) the development of appropriate educational programs to meet identified needs and priorities of all students;
 - f) the development of new programming initiatives;
 - g) the evaluation of educational programs in terms of meeting stated objectives;
 - h) the review of existing programs and initiatives, as required;
 - i) the provision of consultative services in curriculum development, implementation and evaluation.

- (ii) Keeps abreast of general developments in the field of curriculum and brings to the attention of the superintendent's department, principals and teachers, those of significance for the school division.
- (iii) Attends meetings of the board of trustees or committees of the board as directed by the superintendent.
- (iv) Compiles reports and records prescribed by the provincial department of education, the board of trustees and the superintendent.
- (v) Liaises with community organizations, business and post-secondary institutions to support the transition of senior years students from public school to post-secondary and/or work.
- (vi) Responds to parent and community inquiries about schools, programs and supports.
- (vii) Co-ordinates and facilitates professional staff development planning and directions.
- (viii) Assists and supports school-based administrators with instructional leadership, school-based problem solving and day-to-day operational issues.
- (ix) Provides leadership in the development of divisional policies.
- (x) Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the board of trustees.
- (xi) Reports regularly to the superintendent on the policies and activities of the organizational unit for which the assistant superintendent is responsible.
- (xii) Provides guidance and leadership on matters related to the curriculum and curriculum projects to all school division personnel.
- (xiii) Initiates, co-ordinates and develops student assessment policies, procedures and practices in harmony with divisional priorities and directions.

- (xiv) Reviews student assessment results in order to provide divisional direction.
- (xv) Performs such other duties as assigned by the superintendent.

(b) Finance

- (i) Advises and assists the superintendent in the development of the annual operating and capital budget for the activities for which the assistant superintendent has responsibility.
- (ii) Administers funds allotted under the approved budget for the activities for which the assistant superintendent has responsibility.
- (iii) Directs funds for curriculum implementation and for new programs.

(c) Organization

- (i) Recommends to the superintendent changes in the structure and functions of the organizational unit under the direction of the assistant superintendent.
- (ii) Prepares and amends as necessary, for the approval of the superintendent, the position descriptions of personnel who report directly to the assistant superintendent.

(d) Personnel

- (i) Recommends to the superintendent the selection, promotion, tenure and termination of all personnel who report directly to the assistant superintendent.
- (ii) Supervises, coaches and evaluates all personnel reporting directly to the assistant superintendent.
- (iii) Conducts regular performance assessments of all personnel reporting directly to the assistant superintendent.

- (iv) Assists on the selection committee for school-based administrators as required by the superintendent.

(3) Relationships

- (a) Is responsible directly to the superintendent.
- (b) Supervises and directs the activities of the curriculum consultants and other personnel as may, from time to time, be assigned.
- (c) Maintains relationships and consults with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of this position.
- (d) Conducts such relationships with representatives of the provincial department of education, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba School Board Association, Manitoba Association of School Superintendents and other organizations as are necessary to facilitate the accomplishment of the functions of this position.
- (e) Represents the school division on inter-division education committees as directed by the superintendent.
- (f) Maintains membership in appropriate professional associations and participates in the activities and work of such associations so as to further personal professional development and thereby benefit the school division.
- (g) Works in collaboration with the senior administration team to provide a continuum of service and planning across all grades.

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