

(1) General Responsibilities

- (a) Initiates, directs and co-ordinates the development, implementation and evaluation of appropriate programs and special projects across the school division.
- (b) In co-operation with the superintendent's department, initiates and co-ordinates the educational services and program planning needs 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 setting of specific instructional objectives and policies consistent with the school division's goals, policies and priorities;
 - b) the development of appropriate educational programs and instructional initiatives to meet identified needs and priorities of students;
 - c) the implementation of educational programs and instructional initiatives once developed;
 - d) the monitoring of the implementation of educational programs;
 - e) the evaluation of educational programs in terms of meeting stated objectives;
 - f) the review of existing programs and initiatives, as required;
 - g) the procedures which will provide for the articulation and co-ordination of educational services and planning related activities throughout early, middle and senior years or grades as appropriate.

- (ii) Attends meetings of the board of trustees or committees of the board as directed by the superintendent.
- (iii) Compiles reports and records prescribed by the provincial department of education, the board of trustees and the superintendent.
- (iv) Provides support to community organizations for programs outside of kindergarten to Grade 12.
- (v) Works co-operatively and collaboratively with school personnel to develop school plans and school improvement initiatives.
- (vi) Responds to parent and community inquiries about schools, programs and supports.
- (vii) Assists and supports school-based administrators with instructional leadership, school-based problem solving and day-to-day operational issues.
- (viii) Provides leadership in the development of divisional policies.
- (ix) Develops and implements plans related to provincial department of education grant structures.
- (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) 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 allocated under the approved budget for the activities for which the assistant superintendent has responsibility.
- (iii) Maintains records of divisional applications for external funding, supervises projects and ensures that grant funds are applied as prescribed for which the assistant superintendent has responsibility.

(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) Maintains relationships and consults with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of this position.

- (c) 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.
- (d) Represents the school division on inter-division education committees as directed by the superintendent.
- (e) Works collaboratively with the provincial department of education, other government departments and the community on special projects and creating partnerships.
- (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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