



File CD

ASSISTANT SUPERINTENDENT OF SCHOOLS

Qualifications:

1. Manitoba Education School Administrator's or Principal's Certificate.
2. Strong leadership abilities, demonstrated professional commitment and above average interpersonal skills.
3. A minimum of eight years of successful experience in education, five of which are in school administration.
4. A variety of successful teaching and administrative experiences is essential.

Reports to: Superintendent of Schools

Supervises: Student Services Administrator
Supervisor of Hutterian Schools
PERC Director
School Administrators (Program, Curriculum, Instruction)
Computer Consultant
Network Computer Technician
Technology Assistants

Job Goal: To assist the Superintendent in the task of providing leadership in developing, achieving and maintaining quality educational programs and services in the School Division.

Responsibilities:

1. Serves in the absence of the Superintendent as the Chief Administrative Officer of the School Division.
2. Assists the Superintendent with the overall administration of the Division.
3. Exercises leadership in programming, instructional management, curriculum development, professional development, articulation and coordination for Kindergarten to Grade 12.
4. Monitors the student discipline program as defined in Division policy and the *Public Schools Act*.
5. Monitors the various Special Education programs in the Division and ensures such programs are appropriate for the needs of the students and consistent with Manitoba Education guidelines and Division policy.



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6. Assists with the preparation of the annual School Division Budget.
7. Attends all School Board meetings, Curriculum Committee meetings and other meetings as required.
8. Exercises leadership in the development of Aboriginal Education initiatives and relationships.
9. Accepts such other responsibilities as may be assigned by the Superintendent.

Terms of Employment: Twelve month year.

Evaluation: Performance of this job will be evaluated in accordance with Board policy.