

Administrative Procedure 454

ROLE OF THE ASSOCIATE SUPERINTENDENT, BUSINESS AND FINANCE

Background

Guided by the Division's core purpose and values, the Associate Superintendent, Business and Finance will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Associate Superintendent, Business and Finance is directly responsible and accountable to the Superintendent.

The Associate Superintendent, Business and Finance will have specific responsibilities as/for:

1. Corporate Secretary

- 1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
- 1.2 Ensures accuracy of recording of Board proceedings at meetings (minutes).
- 1.3 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
- 1.4 Ensures the maintenance of the central filing system in Division Office.
- 1.5 Ensures appropriate insurance policies are in place for the Division.
- 1.6 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
- 1.7 Acts as chief electoral officer for the election of trustees.

2. Corporate Treasurer

- 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- 2.2 Ensures the operation of the Division is fiscally responsible.
- 2.3 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
- 2.4 Prepares the draft budget, aligned with the proposed Three-Year Education Plan, for the Superintendent's consideration.
- 2.5 Acts as the Division's purchasing agent.

- 2.6 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- 2.7 Assists school sites with preparation of budgets and the management of their financial affairs.
- 2.8 In collaboration with the Associate Superintendent, Human Resources and Administration, provides support to the Board's negotiating committees.
- 3. Facilities and Property Management
 - 3.1 Provides leadership in the development of annual updates to the Three-Year Capital Plan and the Ten-Year Facilities Plan, including provisions for instructional and support services.
 - 3.2 Ensures that building assets are maintained in an appropriate manner.
- 4. Student Transportation
 - 4.1 Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the Division.
- 5. Human Resources Management
 - 5.1 Ensures job descriptions are developed and updated, and evaluations processes are implemented, for direct reports, in accordance with the procedures established by the Associate Superintendent, Human Resources and Administration.
 - 5.2 Provides input to the Associate Superintendent, Human Resources and Administration with regard to the recruitment and appointment of the Finance Department, Facilities Department and Transportation Department support personnel.
 - 5.3 Provides support to the Associate Superintendent, Human Resources and Administration in the provision of learning opportunities for bus drivers, facilities and maintenance personnel and Division Office support staff and for business functions for school personnel.
- 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 application of Board Policy and Administrative Procedures as required in the performance of duties.
- 7. Organizational Management
 - 7.1 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 Division 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 his/her area of responsibility.
- 8.2 Ensures parents and staff 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 the 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.

References: Sections 52, 53, 68, 197, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Act
Occupational Health and Safety Act
Funding Manual for School Authorities