

Administrative Procedure 452

ROLE OF THE ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES AND ADMINISTRATION

Background

Guided by the Division's core purpose and values, and our goals, the Associate Superintendent, Human Resources and Administration 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, Human Resources and Administration is directly responsible and accountable to the Superintendent. When assigned by the Superintendent, the Associate Superintendent, Human Resources and Administration will assume all responsibilities of the Superintendent in the Superintendent's absence.

The Associate Superintendent, Human Resources and Administration will have specific responsibilities for:

1. Human Resources Leadership
 - 1.1 Provides for training of administrators and the development of leadership capacity within the Division as approved by the Superintendent.
 - 1.2 Provides effective Teacher and School Administrator Induction Programs (e.g. Beginning Teachers' Workshop)
 - 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
 - 1.4 Assists Division personnel with human resources processes (e.g. conflict resolution and mediation).
 - 1.5 In collaboration with the Associate Superintendent, Business and Finance, provides support to the Board's negotiating committees (e.g. Create opening proposals, Lead Negotiator)
 - 1.6 Organize and facilitate quarterly Board/Union Advisory meetings.
 - 1.7 Schedule meetings and create agendas.
2. Human Resources Management
 - 2.1 Conducts the selection process and participates in the selection panel for all administrative positions other than that of the Superintendent.

- 2.2 Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget (e.g. May staffing meetings, June transfers)
- 2.3 Establishes the frameworks for supervision and evaluation of all personnel.
- 2.4 Conducts the supervision and evaluation of school-based administrative staff, as requested by the Superintendent.
- 2.5 Supervises the evaluation of school staff by, and in consultation with, Principals.
- 2.6 Reviews Principal Professional Growth Plans.
- 2.7 Administers all employment contracts in the best interests of the Division, including leaves, transfers, and transitions to retirement.
- 2.8 Administers the employee classification system (e.g. job descriptions, grid placements).
- 2.9 Administers the Employee Assistance Program.
- 2.10 Administers all personnel files.
- 2.11 Within areas of responsibility, provides for legal opinions as required.
- 2.12 Provides supervisory expertise to Principals and Division personnel.
- 2.13 Provides support, as requested, to the Associate Superintendent, Learning Services in matters related to staff professional development.
- 2.14 Administers the Retirement Transition Program
- 3. Student Learning
 - 3.1 Supports implementation of School Education Plans.
 - 3.2 Supports implementation of the School Review Process.
- 4. Student Wellness
 - 4.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 5. Fiscal Responsibility
 - 5.1 Makes recommendations to the Superintendent regarding staff allocations to include in the Division budget.
 - 5.2 Develops a department budget within the parameters and constraints of the Division budget.
 - 5.3 Ensures the proper fiscal management of department budget allocations.
 - 5.4 Operates in a fiscally prudent and responsible manner.
- 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 the application of Board Policy and Administrative Procedures as required in the performance of duties.
- 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 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 communications (and external when required) are developed and maintained in areas of responsibility.
 - 8.2 Ensures staff, students, and parents 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.
 - 8.4 Liaise with organizations within the scope of the portfolio (e.g. Education Career Fairs, Provincial Bargaining Coordination Office (PBCO), Teachers' Employers Bargaining Association (TEBA))
- 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 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/she works in carrying out the Superintendent's expectations.
 - 10.2 Exhibits a high level of personal, professional and organizational integrity.
- 11. Freedom of Information and Protection of Privacy (FOIP) Coordinator
 - 11.1 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
- 12. Emergency Operations Centre (EOC) Director
 - 12.1 Responsible for overseeing the compliance of all standards by employees.
 - 12.2 Administers Hour Zero Table Top Exercises.

- 12.3 Supports the school sites in their emergency response efforts.
- 12.4 Activates the Division Emergency Response Plan and manages the overall strategic direction, control and coordination of the emergency and post emergency measures.

13. Joint Work Health & Safety Committee (JWH&SC) Chair: Quarterly meetings

- 13.1 Schedules meetings, create agendas and ensure minutes are recorded.
- 13.2 Chairs meeting.
- 13.3 Distributes meeting minutes to staff/sites.

14. Duties as assigned by the Superintendent, excluding teaching or school administration duties.

Reference: Section 11, 33, 52, 53, 68, 196, 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
Teaching Profession Act