

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
ASSISTANT SUPERINTENDENTS: ROLES & RESPONSIBILITIES	CDBC

I. POLICY

The Louis Riel School Board believes that its employees can most effectively contribute their skills, expertise and experience to benefit the Division's students when clearly articulated descriptions of their roles and responsibilities guide their work and professional activity.

Accordingly, this policy defines the core roles and responsibilities of the Assistant Superintendents of the Louis Riel School Division.

II. GUIDELINES

- A. The Superintendent of Schools shall assign to each Assistant Superintendent Families of Schools consisting of specific high schools and their corresponding elementary schools.
- B. The primary function of each Assistant Superintendent shall be to liaise with the staff, students, and parents of the Families of Schools assigned, with a view to supporting their efforts to realize the Division's Mission and Vision.
- C. The Superintendent of Schools shall also assign to each Assistant Superintendent the responsibility for specific portfolios and/or organizational units, including but not limited to:
 - Curriculum Implementation
 - Facilities
 - Indigenous Education
 - Information Systems
 - Instructional Support
 - International Student Program
 - People Services (Human Resources and Payroll)
 - Student Support Services
 - Transportation
- D. The current operational organizational structure is posted on the divisional website:
[LRSD Organizational Chart: Supporting Student Learning](#).

Adopted:	April 16, 2019	Legal References:
Revised:		

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III. PROCEDURES

In addition to the general responsibilities listed in the **GUIDELINES**, each Assistant Superintendent shall:

A. Operations

1. report regularly to the Superintendent of Schools on the activities of the Families of Schools and organizational units for which the Assistant Superintendent is responsible;
2. initiate, direct, and coordinate the development and implementation of policies and procedures associated with their assigned portfolios;
3. in cooperation with the Superintendent of Schools and the Secretary-Treasurer, initiate, coordinate, and implement appropriate training of Principals, Vice-Principals, and other staff;
4. keep abreast of general developments in the field(s) related to their assigned portfolios and ensure the dissemination of pertinent information to appropriate staff;
5. provide guidance and leadership on matters related to their assigned portfolios;
6. attend meetings of the Board or committees of the Board as directed by the Superintendent of Schools;
7. compile reports and records requested by Manitoba Education, the School Board, and/or the Superintendent of Schools;
8. perform all duties in accordance with provincial statutes and regulations, and Board by-laws and policies;
9. assist and support Principals and Vice-Principals with school-based problem-solving and day-to-day operational issues;
10. perform other duties as assigned by the Superintendent of Schools;

B. Finance

1. supported by the secretary-treasurer's team, advise and assist the Superintendent of Schools and the Secretary-Treasurer in the development of the annual operating and capital budget for the organizational units for which the Assistant Superintendent has responsibility;
2. administer funds allotted under the approved budget for the organizational units for which the Assistant Superintendent has responsibility;

C. Organization

1. recommend to the Superintendent of Schools changes in the structure and functions of organizational units under the direction of the Assistant Superintendent;

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2. prepare and amend as necessary, for the approval of the Superintendent of Schools, the position descriptions of personnel who report directly to the Assistant Superintendent;

D. Personnel

1. recommend to the Superintendent of Schools the selection, promotion, tenure and termination of all personnel who report directly to the Assistant Superintendent;
2. supervise, coach and evaluate all personnel reporting directly to the Assistant Superintendent;
3. conduct regular performance assessments of all personnel reporting directly to the Assistant Superintendent;
4. assist on the selection committee for Principals, Vice-Principals and other members of the Leadership Team, as required by the Superintendent of Schools;

E. Relationships

1. be responsible directly to the Superintendent of Schools;
2. supervise and direct the activities of personnel that report directly to the Assistant Superintendent;
3. maintain relationships and consult with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of their position;
4. conduct such relationships with representatives of the Manitoba 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 their position;
5. represent the school division on interdivision committees, as directed by the Superintendent of Schools;
6. maintain membership in appropriate professional associations and participate in the activities and work of such associations so as to further personal professional development and thereby benefit the Division; and
7. work in collaboration with the Senior Leadership Team to provide a continuum of service and planning in all schools and across all grades and programs.

The Louis Riel School Division acknowledges the River East Transcona School Division as a source for the development of this policy.

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