



ASSISTANT SUPERINTENDENT OF BUSINESS ADMINISTRATION

Areas of assigned responsibility: facilities, transportation, and occupational health and safety (OHS). The Assistant Superintendent of Business Administration reports directly to the Deputy Director of Corporate Services.

The Assistant Superintendent of Business Administration is assigned the following specific areas of responsibilities:

1. Student Welfare

Role Expectations:

- RE 1.1 Provide facilities that safely and adequately accommodate Division students.
- RE 1.2 Ensure student transportation is provided with due regard for Safety, Reasonable Access to Educational Opportunities, Fiscal Responsibility, Efficiencies of Time.

Quality Indicators relative to student well-being:

- QI 1.1 Regular actions are taken to ensure busses and facilities are safe and healthy.
- QI 1.2 Utilizes performance metrics for the purpose of monitoring and evaluating operational performance.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board in areas of responsibility.
- RE 2.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures in areas of responsibility.
- RE 2.3 Assists the Deputy Director of Corporate Services to ensure insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Provide evidence of that adequate internal financial controls exist and are being followed.
- QI 2.2 Reviews expenditures to ensure continuous improvement in terms of value for money.
- QI 2.3 Provides Deputy Director of Corporate Services with annual risk assessment reports related to areas of responsibility.
- QI 2.4 Ensures tenders for purchasing are conducted in accordance with legislative requirements and Division direction in areas of responsibility.

3. Personnel Management

Role Expectations:

- RE 3.1 Facilitate the selection of staff within areas of assigned responsibility subject to the provisions of Policy 15.
- RE 3.2 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability in areas of assigned responsibility.

Quality Indicators relative to personnel management:

- QI 3.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented in areas of assigned responsibility.
- QI 3.2 The Assistant Superintendent of Business Administration models a commitment to personal and professional growth.
- QI 3.3 The Assistant Superintendent of Business Administration ensures required training and compliance relative to OHS.
- QI 3.4 The Assistant Superintendent of Business Administration models high ethical standards of conduct.
- QI 3.5 The Assistant Superintendent of Business Administration implements assigned personnel related administrative procedures (section 400 of the AP manual).

4. Policy and Administrative Procedures

Role Expectations:

- RE 4.1 Implements relevant Board policy and assigned administrative procedures with integrity in a timely fashion.
- RE 4.2 Providing the information and administrative support to the transportation committee which it requires to perform its role for the Board.

Quality Indicators relative to policy role:

- QI 4.1 The Assistant Superintendent of Business Administration demonstrates a knowledge of and respect for the role of the Board in policy processes.
- QI 4.2 The Assistant Superintendent of Business Administration makes timely recommendations to the Deputy Director of Corporate Services regarding administrative procedures in areas of assigned responsibility.
- QI 4.3 The Assistant Superintendent of Business Administration assists the Deputy Director of Corporate Services with ensuring administrative procedures are in compliance with the intent of Board Policy and are kept current.

5. Assistant Superintendent of Business Administration / Deputy Director of Corporate Services Relations

Role Expectations:

- RE 5.1 Establishes and maintains positive, professional working relations with the Deputy Director of Corporate Services.
- RE 5.2 Assist the Deputy Director in facilitating the implementation of the Deputy Director of Corporate Service's roles and responsibilities.
- RE 5.3 Assist the Deputy Director of Corporate Services in providing the information which the Board requires to perform its role.

Quality Indicators relative to Assistant Superintendent of Business Administration /Deputy Director of Corporate Services relations:

- QI 5.1 Proposed submissions to Board agendas are made to the Deputy Director of Corporate Services in a timely comprehensive manner and in accordance with the prescribed format. Such submissions shall contain balanced, sufficient, concise information and where appropriate, clear recommendations. The Assistant Superintendent of Business Administration has responsibility for preparing the draft accountability reports as assigned by the Deputy Director of Corporate Services.
- QI 5.2 The Assistant Superintendent of Business Administration keeps the Deputy Director of Corporate Services informed about Division operations within areas of assigned responsibility.

- QI 5.3 The Assistant Superintendent of Business Administration interacts with the Deputy Director of Corporate Services in an open, honest proactive and professional manner.
- QI 5.4 The Assistant Superintendent of Business Administration contributes positively to the effectiveness of Administrative Council and Corporate Services meetings.
- QI 5.5 The Assistant Superintendent of Business Administration implements Deputy Director of Corporate Services directions with integrity in a timely fashion, in order for the Deputy Director to perform her duties in an exemplary fashion.

6. Strategic Planning & Reporting

Role Expectations:

- RE 6.1 Supports the strategic planning process in areas of assigned responsibility.
- RE 6.2 Implements plans as approved in areas of assigned responsibility.
- RE 6.3 Reports at least annually on results achieved.

Quality Indicators relative to strategic planning and reporting:

- QI 6.1 Provides the Deputy Director of Corporate Services with the budget and priorities according to a timeline which ensures the Board's ability to provide direction.
- QI 6.2 Provides timely Provincial and Division fiscal information, opportunities and challenges to the Deputy Director of Corporate Services.
- QI 6.3 Achieves the key results identified in the Education Sector Strategic Plan (ESSP) within areas of assigned responsibility.
- QI 6.4 Reports at least annually on results achieved within areas of assigned responsibility.

7. Organizational Management

Role Expectations:

- RE 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial mandates and timelines within areas of assigned responsibility.
- RE 7.2 Establish and maintain an effective record management system within areas of responsibility.

Quality Indicators relative to organizational management:

- QI 7.1 Ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.
- QI 7.2 Budgets and reporting requirements are followed or timely variance reports are provided to the Deputy Director of Corporate Services.
- QI 7.3 Annually assesses and reports on disposal of records in accordance with established guidelines.

8. Communications and Community Relations

Role Expectations:

- RE 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 8.1 Represents the Division in a positive, professional manner.
- QI 8.2 Manages conflict effectively.
- QI 8.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the Division and the Ministry.
- QI 8.4 Interacts with partner organizations in a productive manner resulting in a positive professional working relationship between the Division and those partners.
- QI 8.5 Consistently demonstrate a commitment to Division values as noted in Policy 1. In addition, consistently model servant leadership and positive ambassadorship.

9. Leadership Practices

Role Expectations:

- RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices:

- QI 9.1 Provides clear direction.
- QI 9.2 Provides effective leadership.
- QI 9.3 Establishes and maintains positive, professional working relationships with staff.

- QI 9.4 Unites people toward achieving the Board's goals.
- QI 9.5 Demonstrates a high commitment to the needs of students.
- QI 9.6 I trust the Assistant Superintendent of Business Administration.
- QI 9.7 Empowers others.
- QI 9.8 Effectively solves problems.

Note: Direct reports and Principals selected by the Deputy Director of Corporate Services will be interviewed commencing the 2017-2018 evaluation.

Interviews will be conducted using the questions outlined in Appendix B. The interviews will be individual phone interviews with verbatim comments and a summary report provided to the Deputy Director of Corporate Services and Assistant Superintendent of Business Administration.

LEADERSHIP PRACTICES INTERVIEW GUIDE

Perceptions of Principals, Direct Reports

The Deputy Director is responsible for the following either personally or through delegation to a subordinate.

1. What evidence can you cite to support or refute the following:
 - a. the Assistant Superintendent of Business Administration provides clear direction?
 - b. the Assistant Superintendent of Business Administration provides effective educational leadership?
 - c. the Assistant Superintendent of Business Administration establishes and maintains positive, professional working relationships with staff?
 - d. the Assistant Superintendent of Business Administration unites people toward achieving the Board's goals?
 - e. the Assistant Superintendent of Business Administration demonstrates a high commitment to the needs of students?
 - f. Subordinates trust the Assistant Superintendent of Business Administration?
 - g. the Assistant Superintendent of Business Administration empowers others?
 - h. the Assistant Superintendent of Business Administration effectively solves problems?
2. What does the Assistant Superintendent of Business Administration do, if anything, that helps you do your job?
3. What does the Assistant Superintendent of Business Administration do, if anything, that makes doing your job more difficult?

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