

SUPERINTENDENT OF INSTRUCTION AND LEARNING: ROLE AND RESPONSIBILITIES

Background

Guided by the Division's vision, mission, values, and goals the Superintendent of Instruction and Learning will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Ministry of Education documents, and Board Policy.

Procedures

The Superintendent of Instruction and Learning will have specific responsibilities for:

1. Leadership Practices

- 1.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Director.
- 1.2 Works to achieve goals approved by the Director for the Ministry and the Division.
- 1.3 Monitors the achievement of the goals established for the Ministry and the Division related to the duties of this position.
- 1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 1.5 Provides supervision, evaluation, and supports to individuals and departments reporting to this position.
- 1.6 Is encouraged to provide representation on external committees which align with roles and responsibilities of the position and demonstrate a benefit to the organization and personal development subject to the approval of the Director of Education.
- 1.7 Develops and maintains positive and effective relations with external and internal educational colleagues.

2. Educational Leadership

2.1 Curriculum

- 2.1.1 Provides timely information on new or changed curriculum developments and implementation and their implications for professional practice.
- 2.1.2 Ensures availability and supply of current Ministry of Education instructional resources.
- 2.1.3 Provides ongoing direction, support and professional development in meeting the requirements of curriculum and instruction for teachers.

- 2.1.4 Promotion and facilitation of teacher involvement in program development, field testing, resource assessment, and program evaluations.
- 2.2 Division Initiatives
 - 2.2.1 Assists in the implementation of initiatives regarding Ministry of Education curricula prioritized by the Director.
 - 2.2.2 Works to implement planning regarding units of instruction and a variety of teaching strategies to meet curriculum requirements.
 - 2.2.3 Facilitates the evaluation of learning materials to support initiatives.
 - 2.2.4 Collects and analyzes student achievement data to evaluate effectiveness of initiatives.
 - 2.2.5 Provides recommendations to the Director with respect to locally-developed and modified courses.
 - 2.2.6 Supervises the Instructional Materials Centre, and assists, as required, with the evaluation and selection of professional resources.
- 2.3 Home based Education
 - 2.3.1 Oversees the registration and monitoring of home based education, including conflict resolution and liaison with the schools.
- 2.4 Early Learning
 - 2.4.1 Supervises early learning including, but not limited to, Pre-Kindergarten and early developmental instrument (EDI).
 - 2.4.2 Oversee the dissemination of information in regard to registration for Kindergarten programs throughout the school division.
- 3. Fiscal Responsibility
 - 3.1 Prepares an annual budget to support centralized implementation of Superintendent initiatives.
 - 3.2 Reviews, approves and regularly monitors school based plans regarding the expenditure of funds related to Division-based initiatives and decentralized budgets.
 - 3.3 Ensures that financial resources are expended in accordance with the annual budget approved by the Board, except in the case of an emergency with the direct approval of the Director/Superintendent of Business Administration.
 - 3.4 Ensures that procurement procedures for learning materials, such as textbooks and academic supplies, are followed to minimize Division expense and to obtain comparative prices and quality.

- 3.5 Provides appropriate financial information and accountability reports related to the functioning of school personnel and programs within the assigned area.
4. Personnel Management
 - 4.1 Responsible to recruit school based library staff in consultation with the Principal of the school.
 - 4.2 Works to monitor and improve the performance of teachers through supervision and evaluation.
 - 4.3 Supports Principals to monitor and improve the performance of in-school support staff and other support staff.
5. Professionalism
 - 5.1 Respects, honors and adheres to the Code of Ethics as described in L.E.A.D.S. Bylaws.
6. Strategic Planning and Reporting
 - 6.1 Takes the lead responsibility for planning and evaluation of programs in key areas as assigned by the Director.
7. Organizational Management
 - 7.1 Demonstrates effective organizational skills resulting in area compliance with all Director mandates and timelines.
 - 7.2 Reports to the Director with respect to matters identified in and required by Board policy and the administrative procedures manual.
8. Confidentiality
 - 8.1 At no time should a Superintendent of Instruction and Learning discuss in public information pertaining to employees, students or the operation of the division. A Superintendent of Instruction and Learning is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
9. Performance of other duties consistent with the position as may be assigned from time to time by the Director.

Legal Reference: Section 85, 87, 108, 109 Education Act, L.E.A.D.S. Bylaws