

**DUTIES OF THE ASSISTANT SUPERINTENDENT –  
CURRICULUM AND PROGRAM**

TITLE: ASSISTANT SUPERINTENDENT – CURRICULUM AND PROGRAM

REPORTS TO: SUPERINTENDENT

The primary responsibilities of the Assistant Superintendent – Curriculum and Program are to provide leadership and support to all school division personnel in areas of curriculum development and implementation, program development and staff development consistent with the division's mission statement.

He/she assists the Superintendent with particular responsibilities and works collaboratively with the Superintendents' Team.

1. Assists in the planning and organization of the educational program consistent with the division's educational goals and objectives.
2. Works to develop appropriate teaching and learning structures and strategies to achieve individual and divisional goals.
3. Assists the Superintendents' Team, school administrators and divisional team leaders in the development of a framework for teaching and learning in the division that values professional knowledge and reflection, research, data and responsiveness to our students and our community.
4. Assists school administrators, teachers and support personnel in the development and implementation of curricula through dialogue, in-services, university partnerships, workshops and seminars in support of divisional goals and objectives.
5. Collaborates with Manitoba Education, Citizenship and Youth in the development and implementation of curricula; prepares reports and proposals for Manitoba Education, Citizenship and Youth as required.
6. Oversees the operation of the Ben Zaidman Educational Resource Centre.
7. Assists the Superintendents' Team, school administrators and divisional team leaders in articulating to the community the divisional mission statement as it relates to educational goals, objectives and programs.

8. Participates in appropriate local, provincial, regional, national and international organizations which promote the general goals of public education.
9. Represents the Board, when so directed, at meetings of educational institutions in which the Division has an official or educational interest.
10. Serves on Divisional committees as required.
11. Recommends to the Assistant Superintendent – Personnel the appointment of personnel in particular areas.
12. Provides support and supervision to divisional personnel as assigned.
13. Submits reports as requested by the Superintendent.
14. Assists the Superintendent in collective agreement negotiations with employee groups and oversees the implementation and administration of collective agreements as assigned.
15. Assists the Superintendent in preparing an annual budget adequate to support the educational program.
16. Authorizes expenditures within the limits of the budget approved by the Board.
17. Attends all Board meetings as directed by the Superintendent.
18. Performs other duties as assigned.