

DUTIES OF THE ASSISTANT SUPERINTENDENT – PERSONNEL

TITLE: ASSISTANT SUPERINTENDENT – PERSONNEL

REPORTS TO: SUPERINTENDENT

The primary responsibility of the Assistant Superintendent – Personnel is to work to ensure that the personnel of the school division contribute to the mission and reflect the diversity of the school division.

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

1. Works collaboratively with the Superintendents' Team and school administrators to develop staff projections/requirements which support the program goals and objects of the Seven Oaks School Division.
2. Facilitates communication among administrators, supervisors and staff regarding appointments to staff, requests for mobility and leaves of absence.
3. Reviews and confirms staff assignments with principals and directors and works with administrators to assist new staff members to understand the values and mission of the division.
4. Recommends appointments and contract terminations to the Board.
5. Oversees the development of job descriptions.
6. Develops and maintains staff evaluation systems.
7. Assists principals, vice-principals and other supervisory personnel in maintaining an effective staff evaluation program in accordance with Board policy.
8. Provides support and supervision to divisional personnel as assigned.
9. Serves as a liaison superintendent of a group of schools as assigned.
10. Participates in appropriate local, provincial, regional, national and international organizations which promote the general goals of public education.

11. Represents the Board, when so directed, at meetings of educational institutions in which the Division has an official or educational interest.
12. Serves on Divisional committees as required.
13. Assists the Superintendents' Team in ensuring that personnel practices are in compliance with provincial statutes and federal law.
14. Serves as the FIPPA coordinator.
15. Supervises the development and maintenance of personnel records.
16. Assists the Superintendent in collective agreement negotiations with employee groups and oversees the implementation and administration of collective agreements as assigned.
17. Assists the Superintendent in preparing an annual budget adequate to support the educational program and incurs expenditures within the limits of the budget approved by the board.
18. Attends all Board meetings as directed by the Superintendent.
19. Performs other duties as assigned.