

Assistant Superintendent

Job description



Position Summary

Reporting to the Superintendent, the Assistant Superintendent supervises schools and supports Principals and Vice-Principals. This position oversees the International Student Program and the Early Learning and Child Care Department. The role of Assistant Superintendent is integral to leadership development, equity initiatives, district procedures, and community engagement. Key Duties and Responsibilities

- Provides oversight and support to school principals and administrative staff, while ensuring that schools within the district operate effectively, comply with policy and legislation, and provide a high-quality learning environment for students
- Models and mentors effective leadership practices across various settings, including leadership of the SD22 Aspiring Leaders Program (leadership development program)
- Provides leadership for various initiatives such as the District Accessibility Committee and SOGI Leads; supports educational practices that respect and integrate the cultural heritage and lived experiences of Indigenous learners
- Assists in the development and implementation of district-wide procedures
- Enhances the district's capacity in instructional strategies, assessment methods, and social-emotional learning
- Addresses family inquiries and concerns, and advocates for student needs within the district; serves as the SD22 representative to the District Parent Advisory Council
- Nurtures a values-driven work environment characterized by psychological safety, empathy, support, respect and trust; provides leadership to the SD22 Wellness Committee
- Supports the Superintendent's Office with Human Resources matters for Exempt Management Staff
- Oversees and supports the International Student Program to ensure a welcoming and enriching experience for international students
- Oversees the Early Learning and Child Care Department to provide high-quality early childhood education for young learners; liaises with community partners, staff, and the Ministry of Education and Child Care in the provision of child care
- Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff
- Attends regular and closed Board of Education meetings
- Takes appropriate actions to ensure that open and transparent internal and external communications are developed and maintained in areas of responsibility
- Monitors and maintains departmental budget
- Ensures the proper fiscal management of budget allocations and makes recommendations to the Superintendent regarding the possible actions to ensure equity, while increasing the effective and efficient operations of programs withing areas of responsibility
- Assists in the creation of reports, records, and other documents as required by the Board
- Maintains open communication with the Superintendent, and works collaboratively with all other school administrators on district related matters
- Maintains harmonious working relationships with staff, elected officials, members of the business community and the general public
- All other duties, as required

Education, Experience, Skills and Other Requirements

- Master's degree in education
- Possess or be eligible for a teaching certificate in BC
- Extensive and successful K-12 leadership experience at the school and district level
- Strong understanding of the BC curriculum and evidence-informed instructional practices
- Experience in promoting inclusive and equitable educational environments
- Experience in engaging effectively with Rightsholders, unions, and other partners in education
- Working knowledge of current educational technologies and innovations
- Experience in equitable financial and human resource allocation
- Human Resources training, certification and/or experience
- Experience in strategic plan implementation
- Exceptional communication and interpersonal skills
- Strong analytical and problem-solving skills
- Exceptional working skills in the use of MS Office 365 (Word, Excel, Outlook PowerPoint, OneNote, Teams, OneDrive)
- Must maintain a Satisfactory Criminal Records Check