

## **ADMINISTRATIVE PROCEDURE NO. 434**

### **THE ROLE OF THE ASSOCIATE SUPERINTENDENT-FAITH DEVELOPMENT AND DIVISION SUPPORT**

#### **Background**

The Associate Superintendent-Faith Development and Division Support is responsible to the Superintendent. The Associate Superintendent-Personnel is required to attend all Board meetings. The functions of these areas will include, but are not restricted to, the following:

#### **Procedures**

The Associate Superintendent – Faith Development and Division Support is expected to supervise and take responsibility in all areas related to faith development and supplemental duties for the Division. The functions of these areas will include, but are not restricted to, the following:

1. Promoting Catholicity within the Division;
2. Research and Innovation;
  - a) New programs
  - b) Pilot projects
  - c) Special studies
3. Supervise and oversee the activities of:
  - a) Faith development opportunities for all Division staff and Trustees
  - b) Mentorship program planning, implementation and evaluation
  - c) Stakeholder input
  - d) Communications Department
4. Program Development
  - a) First Nations Metis Inuit (FNMI) Support Team
  - b) Outreach alternative programs (eg. St. Gabriel Cyber School)
  - c) Social Justice Initiatives
  - d) Leadership Pool Professional Development, recruitment and Zone 4 Aspiring Leaders program
  - e) Zone 4 Leadership Development Program
  - f) Division Youth Ministry Program
  - g) International education initiatives involving students and staff, including International Education Services Program

- h) Learning Commons development
  - i) Summer reading program
  - j) Division and School Improvement Plan Coordination
5. Pupil Services
- a) Parent concerns/communication
  - b) Liaison with outside agencies
  - c) Attendance
  - d) Discipline
  - e) Emergency Preparedness Planning
6. Those duties and responsibilities as assigned by the Superintendent.

Note: These responsibilities are subject to change depending on the needs of the Division. Discussion will be held with the Associate Superintendent - Faith Development and Division Support regarding such changes, but the Division retains the right to restructure or reassign duties.

New: July 2013

Revised: December 2014, December 2015, January 2017, January 2018