

## **ADMINISTRATIVE PROCEDURE NO. 435**

### **THE ROLE OF THE ASSOCIATE SUPERINTENDENT-PERSONNEL**

#### **Background**

The Associate Superintendent-Personnel is responsible to the Superintendent. The Associate Superintendent-Personnel is required to attend all Board meetings.

#### **Procedures**

The Associate Superintendent – Personnel Services is expected to supervise and take responsibility in all areas related to learning services 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. Personnel
  - a) Recruit teachers, administrators, and support staff
  - b) Coordinate/collaborate with schools on selection and placement of staff
  - c) Hire staff according to Board Policy, Collective Agreement, and legislation
  - d) Transfer staff according to Board Policy, Human Resources procedures, and Collective Agreements
  - e) Oversee substitute replacement for teachers
  - f) Provide advice to administrators and supervisors on personnel administration
  - g) Maintain administrative procedures related to Teacher Growth, Supervision and Evaluation
  - h) Administer leaves of absence, transfers, secondments and other services to other agencies according to Board Policy and procedure
  - i) ASEBP benefits & return to work program
  - j) Monitor evaluations of all staff
  - k) Student teacher placements
  - l) New teacher orientation
  - m) Negotiations
  - n) Grievances
  - o) Coordinate investigations of staff conduct and competency

- p) Coordinate early retirement allowance applications
  - q) Coordinate activities with Associate Superintendents' of Inclusive Learning and Faith Development and Division Support when necessary
  - r) Administrative Procedures
4. Program Development
- a) Oversee:
    - Educational Subsidy Program
    - Field Trip Safety Committee
  - b) Develop school calendars
  - c) AP/VP mentorship program development
  - d) Administrator Retreat and Administrator PD along with Associate Superintendent of Inclusive Learning
  - e) Annually monitoring the hours of instruction for Pre-kindergarten to Grade 12
5. 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 – Personnel Services regarding such changes but the Division retains the right to restructure or reassign duties.