

ADMINISTRATIVE PROCEDURE NO. 436

THE ROLE OF THE ASSOCIATE SUPERINTENDENT- INCLUSIVE LEARNING

Background

The Associate Superintendent-Inclusive Learning is responsible to the Superintendent. It is intended that the Associate Superintendent - Inclusive Learning will be sufficiently informed with respect to all aspects of the school system to be able to assume the functions of the Superintendent in his or her absence. The Associate Superintendent-Inclusive Learning is required to attend all Board meetings.

Procedures

The Associate Superintendent–Inclusive Learning is expected to supervise and take responsibility in all areas related to inclusive education 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, evaluate and coordinate the activities of the Division Principal-Inclusive Learning, Director of Inclusive Learning Services, Lead teachers, Curriculum Coordinator, Inclusive Learning Support staff, and IT department which may be appointed from time to time.
4. Program Development
 - a) Technology (assistive technology as well)
 - b) Curriculum (ie. changes, Program of Studies)
 - c) Student Services (ie. special education programming)
 - d) Maintain partnerships with service agencies (ie. RCSD)
 - e) Inclusive Education and Early Childhood curriculum planning, implementation, and evaluation
 - f) Counseling program planning, implementation, and evaluation
 - g) CARC Liaison
 - h) Division Career Plan
 - i) Creation and implementation of professional development sessions

- j) Coordinate Administrators' Retreat Planning Committee with Associate Superintendent of Personnel
 - k) Administrator's professional development in cooperation with Associate Superintendent of Personnel
5. Pupil Services
- a. Dual credits
 - b. Coordinate school transitions
 - c. Accommodations
 - d. Literacy (K-12)
 - e. French Immersion
 - f. Numeracy
 - g. ESL
 - h. Instructional Improvement
 - i. Family School Enhancement Counsellors
 - j. Student Information System in conjunction with the Secretary-Treasurer.
6. Employed Personnel
- a) Professional Development for teachers and support staff
 - b) Coordinate activities with Associate Superintendents' of Personnel and Faith Development and Division Support when necessary
7. Those duties and responsibilities, accepting duties and responsibilities relating to teaching or school administration, as assigned by the Superintendent.

Note: These responsibilities are subject to change depending on the needs of the Division with the exception of teaching and school administration duties which will not be assigned to this position. Discussion will be held with the Associate Superintendent – Inclusive Learning regarding such changes but the Division retains the right to restructure or reassign duties.