

ADMINISTRATIVE PROCEDURE NO. 455

THE ROLE OF THE SUPERVISOR OF SUPPORT SERVICES

Background

This position reports directly to the Superintendent of Schools and is responsible for the overall administration of student transportation for the Division and facilities within the Division. The functions of these areas will include, but are not restricted to, the following:

Performance Responsibilities

1. Promoting Catholicity within the Division
2. Research and Innovation
 - a) New programs
 - b) Pilot projects
 - c) Special studies
3. Leadership Practices
The Supervisor of Support Services will model advocacy for Catholic Education and the Division's Principles of Practice, and be supportive of the senior management team of the Division.
4. Facilities Management:
 - a) Provides leadership in the development of the Division's Capital Plan, including the Facility Master Plan for both Instructional and Support facilities.
 - b) Provides leadership in the Supervision of the Division's construction program and maintenance department.
 - c) Ensures that building assets are maintained in accordance with Alberta Education / Infrastructure requirements, as well as any provincial or municipal requirements.
5. Transportation Management
Ensures the provision of student transportation services in accordance with Alberta Education requirements and Division Administrative Procedures.
6. Personnel Functions
Provides for supervision and evaluation of the Transportation Manager and Facilities Manager.

7. 4x4 Functions
Provide leadership and ensures that supports are provided to parents who wish to form 4x4's.

9. 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 Supervisor of Support Services regarding such changes, but the Division retains the right to restructure or reassign duties.

10. The Supervisor of Support Services covenants and agrees to discharge faithfully and to the best of his knowledge, skill and ability the duties and responsibilities referred to herein in the best interests of the Division.