

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Superintendent of School Services

REPORTS TO: **Directly: Director of Education**
Indirectly: Board of Education

Purpose:

The Superintendent of School Services is the leader and operational manager for all designated staff in the assigned portfolios. The Superintendent is accountable for the overall management of assigned portfolios that include but are not limited to:

Assessment, Curriculum and Instruction, Information Technology (IT), Communications, First Nations Metis Education/Partnerships, Online Learning, Libraries, Career Guidance, Athletics and Home School students.

Required Education, Knowledge, Qualifications and Experience:

- Master of Education Degree (or equivalent) from an institution recognized by the Saskatchewan Ministry of Education
- Saskatchewan Professional A Teaching Certificate
- Minimum of 7 years successful teaching experience including progressive experience at the administrator or division wide accountability level
- Minimum of 3 years direct supervisory experience
- Eligibility for membership in League of Educational Administrators, Directors and Superintendents (LEADS)
- Demonstrated knowledge of Saskatchewan Curriculum and Ministry of Education initiatives
- Knowledge of best practices in educational leadership

Required Skills and Abilities:

- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, school division, and/or provincial bodies)
- Demonstrated ability to contribute as a strategic team member
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of stakeholders including, members of the public and parents.
- Ability to develop, implement, reflect on and monitor multiple processes
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to school division operations.
- Superior interpersonal and communication skills, both verbal and written.

Supervision of Staff:

The position of Superintendent of School Services involves direct supervision of the Coordinator of Continuous Improvement, Coordinator of Learning (Curriculum), Manager of Information Technology and Data Services, FNMI Consultant and the Home School Facilitator.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Superintendent of School Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Provide leadership to and overall strategic management of a diverse group of portfolios within the Division.
 - Communications – Develop and implement the division wide communication plan and relevant policies
 - IT – Provide direction to the IT department in development of budget and system wide IT solutions
 - Online School – Oversee the delivery of online curricula
 - First Nations Metis and Inuit Education (FNMI) – Develop and in conjunction with the FNMI Consultant implement the FNMI division wide plan. Develop and monitor all division wide FNMI grants
 - Home School Students – Oversee home school programs as well as the contracted employee services across the NESD.
 - Athletics – Oversee the policies, practices and service delivery of athletic programs within and outside the NESD.
 - Career Guidance – Oversee, develop and manage the career guidance practices and programs, including software development, training and support within the NESD.
- Complete teacher supervision and evaluation
- Develop and provide leadership in conjunction with the Director as it relates to the Division's Strategic Plan.
- Develop, review and implement administrative procedures to employees and stakeholders.
- Develop, actualize and articulate the school divisions priorities, decisions and procedures established by the Executive Council to a variety of audiences
- In conjunction with Human Resources, recruit the appropriate staffing levels system wide as well as each portfolio assigned to the position.
- Required to manage and facilitate meetings at various levels (i.e., school, school division, community, provincial)
- Will promote positive partnerships with agencies, school community councils, and community groups in pursuit of positive educational outcomes for students
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the Director of Education

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Superintendent of School Services discuss, in public, information pertaining to a student or staff. The Superintendent of Curriculum is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public. Breaching confidentiality is a serious violation of acceptable conduct.

Independence

The Superintendent is expected to work independently as well as lead or work as a team member of the Executive Council, the Business Administration area, Administrative Council, all schools and the division office as required.

Working Jointly with Other Staff on Common Assignments or Tasks

The Superintendent of School Services is expected to work as part of Executive Council and larger School Division Team. As well, the Superintendent of School Services is expected to work with school principals, teachers, all other school division personnel and outside agencies in order to meet the needs of the students of North East School Division.

Responsibility for Quality of Assigned Work:

The Superintendent of School Services is under direct supervision of the Director of Education and is responsible to achieve the quality of work as assigned by the Director.

Salary Grid: Superintendent of Operations

The salary grid for the Superintendent of School Services is tied to the following grid:

Superintendent Salary Grid

Approved By:	Heather Shwetz, Superintendent of Human Resources
Date Approved:	November 2017
Reviewed:	