

(1) General Responsibilities

- (a) Initiates, directs and co-ordinates the development and implementation of human resources policies and procedures for instructional staff.
- (b) Initiates, directs and co-ordinates the overall leadership and management of Human Resources (Instructional) and policy.
- (c) In co-operation with the superintendent's department and the secretary-treasurer's department, initiates, co-ordinates and implements appropriate training of school administration in the school division.

(2) Duties, Authority, and Responsibilities

Under the direction of the superintendent and subject to the established policies of the board of trustees:

(a) Operations

- (i) Develops and maintains a human resources policy manual for all professional teaching staff.
- (ii) Ensures the implementation of human resources policies as established.
- (iii) Directs and co-ordinates the recruitment, selection, allocation, promotion and termination of all teaching staff assigned to school units.
- (iv) Initiates procedures to ensure the maximum utilization of abilities of teaching staff assigned to school units.
- (v) Prescribes, directs and co-ordinates a regular program of performance assessments for all professional staff.
- (vi) Initiates, directs and co-ordinates the evaluation of personnel development programs for all professional staff.
- (vii) Keeps abreast of general developments in the field of human resources and practices, and ensures the dissemination of pertinent information to appropriate school division personnel.

- (viii) Reports regularly to the superintendent on the activities of the organizational unit for which the assistant superintendent is responsible.
- (ix) Provides guidance and leadership on matters related to human resources policies and practices to all school division personnel.
- (x) Makes recommendations to the superintendent regarding permanent certification of professional educational personnel.
- (xi) Attends meetings of the board of trustees or committees of the board as directed by the superintendent.
- (xii) Compiles reports and records prescribed by the provincial department of education, the board of trustees and the superintendent.
- (xiii) Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the board of trustees.
- (xiv) Directs, co-ordinates and supervises the preparation and amendment, as necessary, of the position descriptions of all professional staff.
- (xv) Assists and supports school-based administrators with school-based problem solving and day-to-day operational issues.
- (xvi) Provides leadership in the development of divisional policies.
- (xvii) Performs such other duties as assigned from by the superintendent.

(b) Finance

- (i) Advises and assists the superintendent in the development of the annual operating and capital budget for the activities for which the assistant superintendent has responsibility.
- (ii) Administers funds allotted under the approved budget for the activities for which the assistant superintendent has responsibility.

(c) Organization

- (i) Recommends to the superintendent changes in the structure and functions of the organizational unit under the direction of the assistant superintendent.
- (ii) Prepares and amends as necessary, for approval of the superintendent, the position descriptions of personnel who report directly to the assistant superintendent.

(d) Personnel

- (i) Recommends to the superintendent the selection, promotion, tenure and termination of all personnel who report directly to the assistant superintendent.
- (ii) Conducts regular performance assessments of all personnel reporting directly to the assistant superintendent.
- (iii) Advises the board's negotiations committee on education and administrative matters that become the subject of contract negotiations with professional educational personnel.
- (iv) Supervises, coaches and evaluates school principals.
- (v) Assists on the selection committee for school-based administrators as required by the superintendent.

(3) Relationships

- (a) Is responsible directly to the superintendent.
- (b) Maintains relationships and consults with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of this position.
- (c) Conducts such relationships with representatives of the provincial department of education, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba School Board Association, Manitoba Association of School



CDBB
ASSISTANT SUPERINTENDENT –
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ROLES AND RESPONSIBILITIES

Superintendents and other organizations as are necessary to facilitate the accomplishment of the functions of this position.

- (d) Maintains membership in appropriate professional associations and participates in the activities and work of such associations so as to further personal professional development and thereby benefit the school division.
- (e) Works in collaboration with the senior administration team to provide a continuum of service and planning across all grades.

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Legal/Cross Reference:
