

## **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.

#### **Performance Responsibilities**

1. 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.

2. Transportation Management

Ensures the provision of student transportation services in accordance with Alberta Education requirements and Division Administrative Procedures.

3. Occupational Health and Safety Program

Provides leadership in the development of the Division's OH&S plan and ensures that the plan meets the requirements of all provincial/municipal legislation.

4. Personnel Functions

Provides for supervision and evaluation of the Transportation Manager, Facilities Manager, and Health and Safety Coordinator.

5. 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.