

ADMINISTRATIVE PROCEDURE NO. 434**THE ROLE OF THE ASSOCIATE SUPERINTENDENT-FAITH DEVELOPMENT AND DIVISION SUPPORT****Background**

The Associate Superintendent- Faith Development and Division Support is responsible to the Superintendent. It is intended that the Associate Superintendent- Faith Development and Division Support 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.

Procedures

1. The Associate Superintendent- Faith Development and Division Support is required to attend all Board meetings.
2. Areas of responsibilities assigned to the Associate Superintendent - Faith Development and Division Support are:
 - a. Supervise and oversee the activities of Division faith development, Communications, Mentoring program, Wellness and Stakeholder input;
 - b. Program development in the areas of FNMI Learning Services, Administrators Retreat, Outreach alternative programs, Administrator professional development, Leadership Pool professional development, Citizenship, and Career Preparation;
 - c. Pupil Concerns such as parent concerns/communication, liaison with outside agencies, attendance, discipline, Safe and Caring Schools and Student Voice;
 - d. Community Liaisons – Various school/community and interagency associations;
 - e. Provincial Consultants and Supervisors;
 - f. C.A.S.S. Zone 4 and provincial C.C.S.S.A.;
 - g. Foster and encourage administrator in-service and development; and
 - h. Maintain liaison with A.C.S.T.A. projects such as Blueprints, SPICE, and Religious Education;
3. The Superintendent shall evaluate and assess the performance of the Associate Superintendent- Faith Development and Division Support at least once a year and prepare a written report. The Associate Superintendent- Faith Development and Division Support will be provided with an oral and written assessment by the Superintendent following the completion of the evaluation and assessment. The evaluation and assessment will be based upon the duties assigned to the Associate Superintendent- Faith

Development and Division Support and the goals and objectives of the Division.

4. The Superintendent shall authorize those professional organizations in which the Associate Superintendent- Faith Development and Division Support is encouraged to hold membership.