

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. The Associate Superintendent – Faith Development and Division Support is expected to supervise and take responsibility in all areas related to faith development and supplemental duties for the Division. The Associate Superintendent-Personnel is required to attend all Board meetings.

Procedures

The Associate Superintendent – Faith Development and Division Support is expected to supervise and take responsibility in all areas related to faith development and supplemental duties for the Division. The functions of these areas will include, but are not restricted to, the following:

1. Promoting Catholicity within the Division;
2. Research and Innovation;
 - a) New programs
 - b) Pilot projects
 - c) Special studies
3. Supervise and oversee the activities of:
 - a) Faith development opportunities for all Division staff and Trustees
 - b) Mentorship program planning, implementation and evaluation
 - c) Stakeholder input
 - d) Communications Department
4. Program Development
 - a) First Nations Metis Inuit (FNMI) Learning Services
 - b) Coordinate Administrators' Retreat Planning Committee with Associate Superintendent of Inclusive Learning
 - c) Outreach alternative programs (eg. St. Gabriel Cyber School)
 - d) Citizenship
 - e) Leadership Pool Professional Development, recruitment and Zone 4 Aspiring Leaders program
 - f) Zone 4 Leadership Development Program
 - g) Division Youth Ministry Program

- h) International education initiatives involving students and staff, including International Education Services Program
 - i) Learning Commons development
 - j) Summer reading program
5. Pupil Services
- a) Parent concerns/communication
 - b) Liaison with outside agencies
 - c) Attendance
 - d) Discipline
 - e) Crisis response/safe and caring
 - f) Family School Wellness Enhancement Counsellors
6. 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 Associate Superintendent - Faith Development and Division Support regarding such changes, but the Division retains the right to restructure or reassign duties.