

ADMINISTRATIVE PROCEDURE NO. 435

**THE ROLE OF THE ASSOCIATE SUPERINTENDENT-
PERSONNEL****Background**

The Associate Superintendent-Personnel is responsible to the Superintendent. It is intended that the Associate Superintendent-Personnel 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

The Associate Superintendent-Personnel is required to attend all Board meetings.

1. Areas of responsibilities assigned to the Associate Superintendent-Personnel are:
 - a. Staff Personnel
 - i. Assisting school principals with hiring and placement of staff,
 - ii. Recommending individuals to the Superintendent for hiring,
 - iii. Staff relations,
 - iv. Staff transfers,
 - v. Professional staff evaluation,
 - vi. ASEBP benefits and return to work programs, and
 - vii. Collective Agreement matters;
 - b. Community Liaisons – Various school/community and interagency associations;
 - c. Provincial Consultants and Supervisors;
 - d. C.A.S.S. Zone 4 and provincial C.C.S.S.A.;
 - e. Foster and encourage administrator in-service and development;
 - f. Maintain liaison with A.C.S.T.A. projects such as Blueprints, SPICE, and Religious Education;
 - g. Oversee:
 - i. International Services Program,
 - ii. Educational Subsidy Program,
 - iii. Leadership Pool candidates and Leadership Pool Program,
 - iv. Field Trip Safety Committee,
 - v. New teacher orientation,
 - vi. Student teacher placements,
 - vii. Substitute teacher placements, and
 - viii. Administrative Procedure development and revision.

2. The Superintendent shall evaluate and assess the performance of the Associate Superintendent-Personnel at least once a year and prepare a written report. The Associate Superintendent-Personnel 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-Personnel and the goals and objectives of the Division.
3. The Superintendent shall authorize those professional organizations in which the Associate Superintendent-Personnel is encouraged to hold membership.