

**ADMINISTRATIVE PROCEDURE NO. 436****THE ROLE OF THE ASSOCIATE SUPERINTENDENT-  
INCLUSIVE LEARNING****Background**

The Associate Superintendent- Inclusive Learning is responsible to the Superintendent. It is intended that the Associate Superintendent- Inclusive Learning 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- Inclusive Learning is required to attend all Board meetings.
2. Areas of responsibilities assigned to the Associate Superintendent- Inclusive Learning are:
  - a. Supervise and coordinate the activities of the Coordinators, Director of Inclusive Learning, I.T. Department, Inclusive Learning Department, Division Principal, Lead Teachers, Counsellors and inclusive learning support staff which may be appointed from time to time;
  - b. Program development in the areas of curriculum and instruction, inclusive education, technology, AISI, counselling, Division Career Plan and Professional Development sessions;
  - c. Pupil Services;
  - 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- Inclusive Learning at least once a year and prepare a written report. The Associate Superintendent-Inclusive Learning 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- Inclusive Learning and the goals and objectives of the Division.

4. The Superintendent shall authorize those professional organizations in which the Associate Superintendent- Inclusive Learning is encouraged to hold membership.

November 2006, September 2011, July 2013