

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

Procedures

The Associate Superintendent–Inclusive Learning is expected to supervise and take responsibility in all areas related to inclusive education 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, evaluate and coordinate the activities of the Director of Early Learning, Model of Student Supports, Occupational Health and Safety, Emergency Preparedness.
4. Program Development
 - a) Student Services (ie. specialized & congregated programming)
 - b) Maintain partnerships with service agencies (ie. low incidences)
 - c) Inclusive Education and Early Childhood curriculum planning, implementation, and evaluation
 - d) Counseling program planning, following trends, implementation, and evaluation
 - e) Administrator's professional development in cooperation with Associate Superintendent of Personnel
 - f) Division Social Emotional and Regulation planning (Trauma informed practices)
 - g) Inclusive Lead Teacher professional development and review of supports
 - h) Building partnerships with community and educational teams
 - i) Maintain nutrition grant to enhance student and family supports
 - j) Maintain the volunteer protocols and requirements with RCMP

5. Pupil Services

- a. Coordinate school transitions
- b. Threat assessment - CSTAG
- c. Instructional Improvement
- d. Family School Enhancement Counsellors
- e. Counsellors
- f. Parent concerns/communication
- g. Liaison with outside agencies (ie Mustard Seed, YMCA, CSS...)
- h. Attendance
- i. Discipline
- j. Emergency Preparedness Planning
- k. SLP, OT and PT supports

6. Employed Personnel

- a) Professional Development for teachers and support staff
- b) Coordinate activities with Associate Superintendents' and Division Support when necessary

7. Those duties and responsibilities, accepting duties and responsibilities relating to teaching or school administration, as assigned by the Superintendent.

Note: These responsibilities are subject to change depending on the needs of the Division with the exception of teaching and school administration duties which will not be assigned to this position. Discussion will be held with the Associate Superintendent – Inclusive Learning regarding such changes but the Division retains the right to restructure or reassign duties.

Reviewed: December 2022

Revised: November 2006, September 2011, July 2013, December, 2015, January 2017, January 2018,