

POLICY #3202
ASSISTANT SUPERINTENDENT OF SCHOOLS
– POSITION DESCRIPTION

IMMEDIATE SUPERVISOR: Superintendent of Schools

The Surrey Board of Education recognizes that the operational leadership of the district requires a dynamic senior leadership team to assist the superintendent of schools in carrying out the duties as described in the School Act. The superintendent of schools will assign responsibilities to assistant superintendents with the goal of accessing their expertise and guidance with regard to district and school operations, the achievement of board goals, and defined district priorities.

As members of the district's senior management team it is expected that assistant superintendents remain current with best educational practices while promoting a high standard of professional leadership, effective relationships, and a commitment to success for all students. The superintendent of schools, along with the assistant superintendent will be responsible for the development of a job description document that details the work of the assistant superintendent.

RESPONSIBILITIES

In fulfilling the duties of assistant superintendent, the incumbent will:

1. Support leadership development in schools.
2. Supervise an area/zone of schools.
3. Assist schools and their communities in resolving issues.
4. Work with school level leadership to develop, monitor and adjust schools plans.
5. Assume portfolios as delegated by the superintendent or deputy superintendent.

Approved: 2011-05-19