



Administrative Procedure 453.2

ROLE OF DEPUTY SUPERINTENDENT

Background

Guided by the District's vision, guiding principles, mission, and core values, the Deputy Superintendent serves as a senior leader with a wide-ranging impact on both educational and operational excellence within the District. In this pivotal role, the Deputy Superintendent is committed to ensuring that the District's strategic priorities are consistently advanced.

Collaboration is central to the position, as the Deputy Superintendent works closely with the Superintendent, Assistant Superintendents, Directors, Secretary-Treasurer, and other District leaders. Together, they develop, implement, and evaluate programs and services designed to improve student achievement, operational efficiency, and overall District performance.

By providing leadership and guidance, the Deputy Superintendent plays a crucial role in cultivating a culture of continuous improvement where staff are empowered to innovate and pursue professional growth. This includes supporting and modeling effective instructional practices, encouraging data-driven decision making, and promoting ongoing professional learning opportunities for all District staff. The Deputy Superintendent also acts as a bridge between the Board of Education, District staff, partner groups, and the broader community, fostering positive relationships and opening channels of communication. This engagement helps build trust, align District initiatives with community needs, and ensures transparency in decision making.

Additionally, the Deputy Superintendent is responsible for championing equity, inclusion, and student well-being throughout all District initiatives and practices. By maintaining a focus on these priorities, the Deputy Superintendent provides leadership to create a safe, supportive, and respectful learning environment where every student can thrive. Through visionary leadership, strategic collaboration, and a steadfast commitment to the District's goals, the Deputy Superintendent is instrumental in shaping the future direction of the District and achieving sustained success for students, staff, and the community.

Procedures

1. Board of Education Responsibility
 - 1.1 Acts as the Superintendent's deputy, assuming all responsibilities of the Superintendent in the Superintendent's absence.
 - 1.2 Promotes and supports the implementation of Board policies and directives with District staff and the public.

- 1.3 Attends all meetings of the Board of Education and committees as assigned or requested.
- 1.4 Prepares and delivers professional learning presentations and reports to the Board of Education.
- 1.5 Provides background material, statistics, student achievement data, and program information for Board reports.
- 1.6 Represents the Board at meetings where the District has an official or educational interest.
- 1.7 Develops and drafts policies, administrative procedures, and exhibits as requested.

2. Framework for Enhancing Student Learning

- 2.1 Leads the creation, establishment, and ongoing implementation of the Framework for Enhancing Student Learning (FESL) across the District, ensuring alignment with the District's strategic plan, Board goals, and Ministry of Education and Child Care requirements.
- 2.2 Champions equity, inclusion, and student well-being throughout all District initiatives, policies, and practices, with a focus on closing long-standing gaps in student performance, especially for Indigenous students, Children in Care, and Students with Diverse Needs.
- 2.3 Coordinates comprehensive consultation processes with rights holders, Indigenous partners, education partner groups, staff, students, and families to inform the development and ongoing refinement of the FESL.
- 2.4 Facilitates opportunities for student voice and engagement, including targeted meetings and feedback sessions with priority students and administrators to identify strengths, growth areas, and actions for improvement.
- 2.5 Presents draft and final FESL plans to partner groups and the Board, incorporating feedback and ensuring transparency in decision-making.
- 2.6 Develops effective professional learning communities that center on critical questions for student learning, ensuring that students are at the heart of all decision-making.
- 2.7 Supports the rollout and monitoring of the FESL through Superintendent and Network meetings, ensuring that school action plans and District initiatives are aligned with FESL goals.
- 2.8 Analyzes District and school-level data to identify trends, strengths, and areas for growth in student achievement, well-being, and engagement.
- 2.9 Prepares and submits annual FESL reports to the Ministry of Education and Child Care, in accordance with the Enhancing Student Learning Reporting Order, including outcomes, measures, and three-year trends for key performance indicators.
- 2.10 Ensures that all reporting is accurate, timely, and reflective of the District's commitment to continuous improvement and public accountability.
- 2.11 Communicates the vision, goals, and progress of the FESL to all stakeholders, including staff, students, families, partner groups, and the broader community.
- 2.12 Advocates for resources, supports, and policies that advance the District's FESL priorities and enhance learning opportunities for every student.

3. Educational and School Leadership Responsibilities
 - 3.1 Supervises and coordinates the work of the Education Services Leadership Team, including Assistant Superintendents and Directors.
 - 3.2 Provides direct support to school administrators, meeting regularly to coordinate educational initiatives and advance school programming.
 - 3.3 Attends principal meetings and District leadership sessions to ensure alignment of District priorities.
 - 3.4 Leads assigned provincial and District initiatives, overseeing planning, organization, execution, and reporting.
 - 3.5 Participates in annual school planning meetings and supports principals in implementing District priorities in school action plans.
 - 3.6 Provides leadership to designated District committees for the implementation of strategic goals.
 - 3.7 Keeps abreast of developments in curriculum and instructional methodology, sharing significant updates with the Superintendent, principals, and teachers.
 - 3.8 Coordinates student assessment policies, procedures, and practices that support District priorities.
 - 3.9 Reviews student assessment results and provides recommendations for improvement.
4. Professional Development and Leadership Capacity Responsibilities
 - 4.1 Coordinates District in-services, workshops, and leadership development programs.
 - 4.2 Supports public education through membership and participation in professional organizations.
 - 4.3 Develops and maintains respectful working relationships with the District Parent Advisory Council and community agencies.
 - 4.4 Responds to parent/guardian and community inquiries about schools, programs, and support services.
 - 4.5 Represents the Superintendent at school and community functions as requested.
5. Leadership Practices and Professional Growth Responsibilities
 - 5.1 Practices leadership in a manner that is viewed positively and has the support of colleagues and stakeholders.
 - 5.2 Exhibits a high level of personal, professional, and organizational integrity.
 - 5.3 Develops an ongoing professional growth plan, approved by the Superintendent and reviewed twice per year.
 - 5.4 Demonstrates strong moral values, high standards of ethical conduct, and a commitment to the District's philosophy of education.
 - 5.5 Maintains excellent interpersonal, communication, problem-solving, and community relations skills.
 - 5.6 Demonstrates broad knowledge of current curriculum and instructional methodology.

Adopted: December 2, 2025