

Superintendents Duties 2018-2019

Revised August 9, 2018

Randy Emmerson

Curriculum (Pre K -12)

- Provincial connection
- Division implementation
- Inclusive Learning Team (with T. Michaud)
 - Consultants & coaches

Assessment

- Division Common Assessments
- Prov. & National Assessments
- OurSCHOOL (with C. Trann)

Educational Technology

- Instructional Integration
 - Software & Apps
- Student Achieve, Maplewood
- Follett – Fujitsu Aspen Integration

Staff Development

- Teacher Accreditation
- Dreamcatcher Coaching Program
- Administrators' Meetings (with all sups)
- Vice Principal PD (with all sups)

Division Graduation Priority Teams

Athletics

- Safety Guidelines
- SHSAA
- P4A

Libraries

- School Libraries
- Teacher Resource Centre
Library Staff Development

Tom Michaud

Student Support Services

- Inclusive Learning Team (with R. Emmerson)
- Consultants, SLPs, Ed Psychs, OTs, Audiologist, Physical Therapists, Social Workers, ESTs

Specialized Learning Centres (Special Programs)

French Immersion Programs

English as an Additional Language

Partnerships

Eagle's Nest, Ranch Ehrlo, Health, Prince Albert Youth Ranch, Early Childhood Intervention Program, Early Learning Council, SWIS, Community Crisis Response Team

CMPA (Hub and COR)

Home Based Education

Crisis/Risk Management

- Emergency Response Plan (with M. Hurd)
- Violence Threat Risk Assessment
- Non-Violent Crisis Intervention

Neil Finch

Human Resources

(Teachers, CUPE and School-based Admin)

- Hiring & Transfers
- Bargaining
 - Grievances
 - Labour Management
 - Contract Implementation
- Substitutes & leaves
- Benefits
- Recognition of Experience/Seniority
- Classification and Reclassification
- Professional Practicum Placement
- Job Descriptions
- Teacher Secondments
- Education Leaves and Bursaries
- Interpretation of HR legislation and collective agreements
- Work calendar development
- Educational Assistants & Librarians
Professional Development

Student Enrolment Reports (with J. Ward and CFO)

Cory Trann

First & Second Year Teacher Support

First Nations and Metis Education

- First Nations and Métis Initiatives
- Indigenous Perspectives Consultant and Coaches (with R. Emmerson)
- ISSI and other Partnerships

Partnerships

- Childcare
- Kids First (Contracts & Budget with CFO)
- System-wide grants
- Dreambroker, Summer Literacy Camps, Before & After School
- Youth in Custody, Corrections
- Police Liaison (with CFO)
- After School Recreation Programs

Safe and Caring Schools

- First Aid, CPR and AEDs
- Bully Prevention and Intervention
- Student Voice (SRSC)
- OurSCHOOL (with R. Emmerson)

Wellness

- Child Nutrition & Development Program
- Nutrition & Physical Activity
- Tobacco & Drug Abuse Prevention
- Public Health

Lean Leadership

LAFOIP

Student Awards

Duties Shared by all Superintendents

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| • Demonstrate Strong Leadership | • Practice Sound Fiscal Management | • Promote Student Wellness |
| • Ensure Student Learning | • Enhance Communications and Community relations | • Promote Occupational Health and Safety |
| • Implement Policy and Admin Procedures | • Supervise Teacher Growth and Evaluation | • Oversee School-specific Grants |
| • Provide Organizational Management | • Enhance Professional Learning Communities | • Support School Clusters |
| • Assist Budget Development | | • Manage Ad Hoc Issues |