

# Superintendents Duties 2019-2020

*Finalized June 10, 2019*

## Randy Emmerson

### Curriculum (Pre K -12)

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

### Assessment

- Division Common Assessments
- Provincial & National Assessments

### Educational Technology

- Instructional Integration
  - Software & Apps
- Student Data and Reporting system (MSS)

### 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

### Intensive Supports

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

### Specialized Learning Centres (Special Programs)

### French Immersion

### 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, Hub

### Home Based Education

### Crisis/Risk Management

- Emergency Response Plan (with M. Hurd)
- Violence Threat Risk Assessment
- SRPSD crisis response and training

## 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 J. Pidborochynski)

## Cory Trann

### First & Second Year Teacher Support

### First Nations and Metis Education

- First Nations and Métis Initiatives
- Indigenous Perspectives Team (with R. Emmerson)
- ISSI and other Partnerships
- Leading to Learn
- Nominal role verification

### Partnerships

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

### Safe and Caring Schools

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

### Wellness

- Nutrition & Physical Activity
- Tobacco & Drug Abuse Prevention
- Public Health

### LAFOIP

### Student Awards

## Duties Shared by all Superintendents

- |   |  |  |
|---|--|--|
| • 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                   |