



IDENTIFICATION

Department	Position Title	
South Slave Divisional Education Council	Assistant Superintendent	
Position Number(s)	Community(s)	Division/Region(s)
99-2211	Fort Smith	South Slave

PURPOSE OF THE POSITION

Reporting to the Superintendent of the South Slave Divisional Education Council, the Assistant Superintendent is responsible and accountable for ensuring the development and delivery of quality educational curricula and programs in accordance with the Education Act and the policies of the South Slave Divisional Education Council.

SCOPE

The South Slave Divisional Education Council is the governing body for the South Slave region as legislated under the *Education Act*. The South Slave Divisional Education Council (SSDEC) consists of one member from each of the five District Education Authorities (DEAs) that represent the communities of Fort Smith, Hay River, K'atl'odeeche First Nation, Lutsel K'e and Fort Resolution.

The SSDEC serves approximately 1,300 students in eight schools, is responsible for a staff of approximately 200 administrators, teachers and support staff and a budget of over \$29 million. The Superintendent, Assistant Superintendent and administrative staff of SSDEC provide professional advice, educational, administrative, technical and financial services; and support and assistance to the Council, DEAs, school administrators and staff, stakeholders, members of the public, and particularly, students and their families in order to ensure the delivery of quality educational programs and services within the region.

The Assistant Superintendent reports directly to the Superintendent. This position is part of the SSDEC Senior Management Team, which includes the Superintendent and the Comptroller. Reporting directly to the Assistant Superintendent in the Council office are five program coordinators and eight school principals. Supervision and evaluation of the principals and program coordinators, including the completion of their evaluations, is primarily the responsibility of the Assistant Superintendent, in conjunction with the Superintendent. The Assistant Superintendent oversees and will conduct teacher

evaluations on requests when there is a perceived conflict of interest or a second evaluation is required.

The Assistant Superintendent position (it) has a significant and direct impact on the operations of the South Slave DEC, the DEAs, the staff of the schools and students within the Council. It is responsible and accountable for the delivery of quality education programs, services and curriculum as mandated by the Department of Education, Culture and Employment and directed by the South Slave DEC. This includes planning, researching and developing curriculum in accordance with GNWT and South Slave DEC divisional requirements; developing and administering school programs in accordance with the Ministerial Directive on Inclusive Learning and Aboriginal language and culture programs in accordance with the Ministerial Directive on Aboriginal Language and Culture Based Education; conducting program, school and instructional needs assessments; developing appropriate in-service and training programs for Division administration and instructional staff; conducting principal evaluations; dealing with community issues concerning programming and curriculum; and providing administrative services and support to the South Slave DEC, DEAs, school administrators and staff.

The Assistant Superintendent takes the lead in the areas of curricula, instruction and educational programming. While it must abide by established legislation, curriculum agreements and policies, the Assistant Superintendent has the authority to make recommendations concerning internal policies and division wide procedures and implementing appropriate programs, coordinating training and the continued development of computer and communications technology and programs. It is also responsible for making recommendations and providing advice in all relevant areas to the Superintendent.

The Assistant Superintendent is responsible and accountable for the development, delivery and results of educational programs from kindergarten through grade twelve in the eight schools of the division and the allocation of financial resources for their delivery. A thorough knowledge of legislation and directives including the *Education Act*, Regulations and Ministerial Directives; the *Financial Administration Act* and the Financial Administration Manual, the *Public Service Act* and Human Resource Manual, the NWTTA and UNW Collective Agreements and the Excluded Employees' and Senior Managers' Handbooks is necessary in carrying out the duties of the Assistant Superintendent.

DIMENSIONS

- Reporting Positions (13 direct reports and approximately 200 indirect reports/functional relationship in 8 schools)
- Compensation & Benefits (\$24,372,000)
- Operations & Maintenance (\$ 3,670,000)
- Grants & Contributions (\$ 1,200,000)

RESPONSIBILITIES

1. Perform duties assigned by the Superintendent and mandated by the *Education Act*, the regulations and the Minister of Education, Culture and Employment, and the South Slave Divisional Education Council including but not limited to:

- Lead and supervise curriculum development, implementation, instruction and educational programming;
- Provide direction, professional development support and supervision for the implementation of new curricula and policies;
- Research and recommend policy development and program implementation;
- Develop programs and strategies to support principals and teachers in isolated communities including implementation of grade extensions;
- Coordinate training and support for implementation of regional and territory-wide assessment;
- Coordinate training for all coordinators, principals, teachers and support staff the use of technology and the student information system;
- Coordinate the planning and development of technology infrastructure;
- Establish and facilitate distance education programs and provide support and training to staff on distance educational instruction and delivery.
- Liaise with and report to the Departments of Education, Culture and Employment, Finance, Health and Social Services and other government departments according to their requirements;
- Provide advice on school constructions and capital renovations;
- Make recommendations and advise the Superintendent in all relevant areas;
- Complete special projects as assigned by the Superintendent; and
- Perform the duties of the Deputy Head in the absence of the Superintendent.

2. Supports the Superintendent in providing oversight and leadership for the development of educational programming and assessment practice for students and adhere to the Ministerial Directive on Inclusive Learning

- Establish, implement, supervise and assess the administration and delivery of education programs and individual education plans in accordance with the Directive;
- Demonstrate leadership, understanding and commitment to inclusive learning practices;
- Ensure all written procedures/policies required by the Directive for the development of Individual Education Plans are in place and followed;
- Monitor the implementation of the Directive, including policies, guidelines, inservice and professional development that support inclusive learning practices;
- Work with principals to assist with targeting inclusive learning priorities that will strengthen programming, support and services for all schools, students and staff;
- Ensure that assessment, evaluation and reporting for all students is consistent with territorial, education division and education district standards; and

- Approve, review and monitor home schooling programs in accordance with the home schooling regulations and, at the direction of the District Education Authority, terminate home schooling programs.

3. Supports the Superintendent in providing oversight and leadership for the development of educational programming for students, teacher professional development and adhere to the Ministerial Directive on Aboriginal Language and Culture-Based Education (ALCBE)

- Establish, implement and supervise the administration and delivery of education programs in accordance with the Directive;
- Support the Teaching and Learning Centers in the development of resources and materials to teach and promote language and culture reflective of the people of the region;
- Demonstrate leadership, understanding and commitment to Dene and Cree languages and culture-based teaching and learning practices reflective of the people of the region;
- Ensure all written procedures/policies required by the Directive are in place and followed;
- Monitor the implementation of the Directive, including policies and guidelines that support Aboriginal language and culture-based teaching and learning practices;
- Establish teaching and learning priorities, together with education bodies, to specifically strengthen and support Aboriginal language and culture-based programming;
- Promote awareness and understanding among students and staff in the school and parents and stakeholders in the community about the importance of both Aboriginal language learning/revitalization and cultural practice; and
- Ensure that assessment evaluation and reporting for all students is consistent with territorial, education division and education district standards.

4. In collaboration with the Superintendent, develop educational goals and plans together with the District Education Authorities (DEA) in the jurisdiction.

- Encourage cooperation between education staff, students, parents, community elders and other members of the community in the development of long range strategic planning and establish educational goals and plans within the jurisdiction;
- Collaborate with principals, teachers and DEAs in each community to develop and monitor School Improvement Plans, Safe Schools Plans and the school calendar;
- Work cooperatively with Aurora College, and with the persons responsible for the regional administration of education, culture and employment to meet the education needs of each education district; and
- Act as a liaison between District Education Authorities in each community and local representatives for justice, social services, health and community and regional Governments and organizations.

5. Supervise all education staff in the communities within the jurisdiction.

- Ensure that supervision and evaluation of school principals and staff is consistent with territorial, education division and education district standards;

- Conduct program, school and instructional needs assessments;
- Develop and facilitate in-service and training programs that meet identified needs;
- Provide an annual report to summarize principal and teacher performance appraisals in accordance with the *Principal Growth and Evaluation Guide* and *Teacher Growth and Evaluation Guide*;
- Supports the occupational health and safety of all employees and oversight of all associated tasks and reporting; and
- Supports the establishment of safe and caring schools in accordance with related regulations and policies.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of classroom teaching at the K-12 level
- Seasoned knowledge of education administration in a K-12 school setting
- Knowledge of and ability to understand and implement legislation and employment agreements
- Strong analytical and evaluative problem-solving skills
- Excellent written and verbal communication skills
- Highly developed leadership, negotiation and public speaking skills
- Thorough understanding of educational philosophies, curricula development and implementation, and instruction methods;
- Awareness of the Ministerial Directive on Inclusive Learning;
- Awareness of the Ministerial Directive on Aboriginal Language and Culture-Based Education (ALCBE)
- Experienced in evaluation of program, curricula, school, principals and teachers.
- Experienced in facilitation and coordination of inservice, training and development activities
- Strong interpersonal skills
- Ability to work in a multicultural setting.

Typically, the above qualifications would be attained by:

- A Bachelor of Education degree or related degree
- A Masters degree in Curriculum Development or Education Leadership
- 7 years of classroom teaching experience teaching in a K-12 school setting
- 5 years of administrative experience in a K-12 school setting
- 2 years of curriculum development experience
- Eligibility for an NWT Teaching Certificate
- Eligibility for an NWT Principal Certification through completion of the Educational Leadership Program offered over two summers
- Participation in a variety of training programs offered by the employer and professional organizations is considered an asset.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is expected to travel up to 100 days per year or between 30% and 60% of the school year.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a vulnerable sector criminal records check