

## **424 Assistant Superintendent of Learning, Technology and Facilities**

### **Identifying Information**

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| Position Title:       | Assistant Superintendent of Learning, Technology and Facilities       |
| Classification Title: | Professional Staff  |
| Department:           | Central Office  |
| Reports to:           | Superintendent  |
| Position Supervises:  | Maintenance Supervisor, Custodian Supervisor, Desktop Support Analyst |

### **Position Summary**

This position provides leadership in the areas of learning, particularly in the areas of Distance Learning, Dual Credit, ELL and International Students. This position also provides leadership in the area of technology and facilities.

### **Qualifications:**

1. Masters of Education
2. Previous school based administration experience
3. Liaising, managing and balancing budgets within various portfolios
4. Outstanding interpersonal and communication skills
5. Comprehensive knowledge of teaching pedagogy, structures and systems that support learning
6. Working directly with the elected school board trustees and senior leadership

## **Major Duties & Responsibilities**

The Assistant Superintendent of Learning, Technology and Facilities will work closely with the Deputy Superintendent and Directors to achieve all aspects of the Division Education Plan and to fulfill all duties as assigned by the Superintendent. The Assistant Superintendent of Learning, Technology and Facilities will be responsible for:

### **1. Technology**

- a. Fostering professional learning and efficacy relevant to Board and District Goals with innovative technologies.
- b. Identifying external funding possibilities to support or develop district programs.
- c. Facilitating and supporting internal and external measurement of success of learning initiatives.
- d. Reviewing and updating Administrative Procedures.
- e. Lead member of the District Technology Committee.
- f. Oversee the evaluation and hiring of all support staff within this department.

### **2. Learning**

- a. Overseeing the educational programming for all international students attending CRPS.
- b. Supporting initiatives related to First Nations Education and English as an Additional Language (EAL) education as outlined by the division's strategic plan.
- c. Supporting Professional Learning of all staff.
- d. Fostering professional learning and efficacy relevant to Board and District Goals with innovative technologies.
- e. Contributing to a culture of excellence in instruction and leadership.
- f. Assisting School and District Administrators in developing District Learning Plan including PD day coordination and PLN direction.
- g. Facilitating assessment and growth of competencies of instructional and leadership staff within the new draft provincial quality standards.
- h. Overseeing the evaluation and hiring of all support staff within the international student program.

### 3. **Facilities**

- a. Overseeing the Facilities Department which encompasses working with the managers of Maintenance and Custodial staff.
- b. Supporting the evaluation and hiring of all support staff within this department.
- c. Working collaboratively with the Secretary - Associate Superintendent and Treasurer - Associate Superintendent and contractors to ensure IMR projects and Capital Plan is developed for the school division each year.
- d. Regularly updating the Board and Superintendent regarding any ongoing infrastructure projects.

### **References**

### **History**

Developed: September 2020  
Amended: August 2023