

**POSITION TITLE:**

**SUPERINTENDENT OF CURRICULUM & INSTRUCTION**

**Reports to:** Director

**Function/Purpose:**

The Superintendent of Curriculum and Instruction is directly accountable to the Director and has the delegated authority for the curriculum and instruction offered to the students of the Division.

**Required Education, Qualifications and Experience:**

- Hold a Professional “A” Certificate.
- Hold a Master’s Degree from a recognized university in a field that relates to the major duties of a Superintendent.
- Have a minimum of two years teaching experience in Canada, acceptable to the Division.
- Be eligible for membership with L.E.A.D.S.

**Required Personal Characteristics:**

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

**Duties and Responsibilities**

The Superintendent of Curriculum and Instruction shall perform such duties as may be assigned including but not restricted to the following:

- Providing direction and assistance to school staffs in the area of curriculum and instruction.
- Promoting Ministry of Education initiatives and monitoring that personnel are delivering services as per guidelines and policies.
- Coordinating professional development programs for all staff.
- Assuming responsibility for the direction of the Division in student assessment programs.
- Monitoring and reporting on student results.
- Investigating and resolving concerns about students and their programs.
- Keeping informed of current trends and practices in education.
- Supporting the Superintendent of Human Resources in the hiring of teachers and administrators within an assigned cluster of schools.
- Supporting the Superintendent of Human Resources in any personnel-related issues.
- Supporting the Superintendent of Student Services to ensure that appropriate programs are in place for special needs students.
- Providing advice regarding the Division’s budget to the Chief Financial Officer, Director, and the Board.
- Developing and supporting programs that promote the continuous improvement model.
- Providing input into all aspects of the operation of the school system.
- Evaluation and supervision of school staff.

- Assisting the Director in being informed of community needs and issues.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Perform other duties that may be assigned from time to time by the Director Education.

**Mission:** Laying the foundation for success.

**Vision:** One student at a time.

Director Approved: August 14, 2007