POSITION TITLE: **SUPERINTENDENT OF LEARNING**

Reports to: **Director of Education**

FUNCTION/PURPOSE:

The Superintendent of Learning is directly accountable to the Director of Education and has the delegated authority for the curriculum, assessment and instruction offered to the students of the Northwest School 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 Board
- 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:

Without restricting the generality of the description above, the Superintendent of Learning shall perform such duties and responsibilities (excluding instructional duties and in adherence with s. 9.1.1. of the Provincial Collective Bargaining) as may be assigned or shared including but not restricted to the following:

- Providing direction and assistance to school staffs in the area of curriculum, assessment and instruction
- Promoting Saskatchewan Learning initiatives and monitoring that personnel are delivering services as per guidelines and policies
- Coordinating professional development programs for professional 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 Deputy Director of Education in the hiring of teachers and administrators within an assigned cluster of schools
- Supporting the Deputy Director of Education in any personnel-related issues
- Supporting the Superintendent of Student Services to ensure that appropriate programs are in place for students with intensive needs
- Providing advice regarding the division's budget to the Secretary-Treasurer, Director, and the Board of Education

- Developing and supporting programs that promote the Ministry Priority Action Plans
- Providing input into all aspects of the operation of the school system
- Evaluation and supervision of professional 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: October 11, 2026