

POSITION TITLE:

SUPERINTENDENT OF STUDENT SERVICES

Reports to: Director

Function/Purpose:

To provide leadership, guidance and supervision of student services within the Division.

Required Education, Knowledge, 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 Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

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 Student Services 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:

- Cast a vision for the planning and delivery of Inclusive Education and related services to children.
- Provide supervision and evaluation of professional staff who deliver consultative and specialized services to the children of the Division.
- Provide supervision and evaluation of teachers as assigned by the Director.
- Evaluate the effectiveness of various programs for students who require intervention and recommend changes and/or new or additional programs.
- Provide oversight for the identification and designation of students with intensive learning needs.
- Assist Principals and Teachers in planning to support students with additional needs.
- Evaluate programming needs and make recommendations regarding requirements for Educational Assistants and/or other supports.

- 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.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved: August 20, 2025