

POLICY #3201
DEPUTY SUPERINTENDENT OF SCHOOLS - POSITION DESCRIPTION

IMMEDIATE SUPERVISOR: Superintendent of Schools

RESPONSIBILITIES

The deputy superintendent of schools is responsible for the coordination of effective education programs and services within the entire district, including their development, implementation and assessment. This requires that he/she become acquainted with these programs and services, assess their effectiveness, promote research-based and innovative practices, coordinate district educational goals and oversee a sound professional learning program.

The deputy superintendent is also expected to participate as a professional member of the senior management team in the school district, and provide expertise in endeavoring to meet goals adopted by the Surrey Board of Education.

DETAIL OF RESPONSIBILITIES

1. Acts as the superintendent's deputy accepting responsibilities held by the chief administrative and executive officer of the board during the superintendent's absence.
2. Supervises and coordinates the work of the Education Services Leadership Team.
3. Coordinates, in collaboration with other district leaders, district-wide and school-based organizational structures and processes that support the improvement of student learning.
4. Establishes procedures for internal and external research and evaluation.
5. Analyzes district needs and develops proposed plans for improvement of educational programs.
6. Cultivates and maintains contact with outside agencies and personnel that promotes district goals and enhances learning opportunities for students.
7. Ensures that appropriate plans are in place to support the board's commitment to its goals and strategic directions.

Revised: 2011-05-19