

Position: Assistant Superintendent Curriculum and Instruction

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Curriculum and instruction
 - a) Coordinate the implementation of new curriculum
 - b) Liaise with Alberta Education regarding curriculum implementation and Department initiatives related to curriculum and instruction
 - c) Coordinate development and implementation of locally developed courses
 - d) Coordinate development and implementation of PWSD Distributed Learning Courses
 - e) Represent PWSD interests in support of the Northwest Regional learning Consortium.
3. Supervise the Peace Academy of Virtual Education.
4. Alberta Initiative for School Improvement
 - a) Provide support for the AISI Coordinator
 - b) Assist with preparation of budgets
 - c) Assist with staffing allocation and issues
5. Coordinate jurisdiction guidance programs.
6. Serve as district representative on management groups such as Career Transitions for Youth.
7. First Nations, Métis, and Inuit
 - a) Support for Coordinator
 - b) Prepare budgets
 - c) Staffing allocation, recruitments, and hiring.
8. Supervise the French Language Resource Centre
 - a) Support for coordinator
 - b) Prepare budgets
 - c) Preparation of proposals and reports
 - d) Staffing allocation recruitment and hiring
9. Coordinate PWSD project initiatives through the development of proposals and submission of reports. (Technology Mediated Learning; Supporting Innovative Classrooms; Online French Course Development; Collaborative Course Development; Provincial Moodle Preview Site)

10. Organize and implement technology in system school
 - a) IT department
 - b) Technology Committee
 - c) Education Technology supports
11. Management Information Systems
 - a) Assist with the development of management information systems
 - b) Development and implementation of a PWSD portal system
 - c) Development and implementation of a teacher collaboration site in Moodle
 - d) Development and implementation of PWSD website solutions
 - e) Development and implementation of PWSD records management system
 - f) Support student information system implementation and operation
 - g) Support computerized management systems
 - h) Assist with the development and maintenance of PWSD’s historical record archive
 - i) Assist with the allocation of financial resources pertaining to the purchase of technology
 - j) Direct or develop plans for internet use
 - k) Coordinate long range technology planning
 - l) Promote and assist with technology training
12. Support Superintendent in meeting Professional Development needs for teachers and support staff.
13. School Administration support regarding
 - a) Budgeting
 - b) Professional development
 - c) Policy interpretation and application
 - d) Legal issues
 - e) Parent issues
 - f) Student issues
 - g) Staffing issues
14. Operational planning
 - a) Prepare documentation of short and long term goals
 - b) Prepare documentation to support capital plan process
 - c) Prepare documentation to support Annual Education Plan process.
15. Strategic planning
 - a) Participate in the development of short and long term goals
 - b) Assist with the development of a PWSD vision
 - c) Assist with the development, implementation, monitoring, reporting and evaluation of a strategic plan.
16. Support ongoing access to Masters Education Program opportunities.

17. Inform Superintendent and trustees regarding new initiatives and programs within areas of responsibility
18. Carry out other such duties as may be assigned by the Superintendent.