

**POLICY CCA– Organizational Chart
Exhibit H.1- Responsibilities of the Deputy Superintendent
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Position: Deputy Superintendent

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Professional Staffing
 - a) Liaise with Admin Finance Committee on staffing formula
 - b) Provide information as requested to Corporate Treasurer to assist budget process
 - c) Review Site staffing allocations and determine adjustments
 - d) Ensure staffing contracts are appropriate for each Site
 - e) Recruitment
3. Accountability data collection and reporting
 - a) Ensure surveys are completed
 - b) Ensure class size reporting is completed
 - c) Ensure Language Data Initiative is completed
 - d) Prepare documentation for Annual Education Results Report
 - e) Prepare reports as necessary for the Superintendent and Board
4. High school improvement plans
 - a) Diploma examination analysis
 - b) Accountability pillar analysis
 - c) Review School Improvement Plans
 - d) Identify areas of concern and advise Principal
 - e) Prepare reports as necessary for the Superintendent and Board
5. Institutional and Colony schools
 - a) Prepare budgets
 - b) Staffing allocation
 - c) Support for Principal
6. Principal selection and evaluation
 - a) Short listing and interviewing
 - b) Evaluation
7. Principal support
 - a) Provide advice and support with
 - i) Budgeting policy interpretation and application
 - ii) Legal issues
 - iii) Parent issues
 - iv) Student issues
 - v) Staffing issues
8. Student Matters Committee

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- a) Review student suspensions
 - b) Establish Student Matters Committee to consider recommendation for expulsion
 - c) Serve as central office representative on Student Matters Committee
9. Develop School Year calendars
- a) Develop draft calendar
 - b) Liaise with other jurisdictions
 - c) Solicit input from schools and staff
 - d) Prepare recommendation for Board
10. Budgeting
- a) Provide enrollment data
 - b) Determine professional staffing requirements
11. Planning
- a) Prepare documentation to support budget process
 - b) Prepare documentation for Capital plan
 - c) Prepare documentation for Annual Education Plan
12. Other duties as assigned by the Superintendent