

Job Description	
Title:	Assistant Superintendent
Reports to:	Superintendent
Employee Classification:	Full time – Interim – 12 Month

Summary of Position:

The Assistant Superintendent will assist the Superintendent in providing leadership in developing, achieving, and maintaining exceptional educational programs for Peigan Board of Education (PBOE) schools. The primary focus is to provide leadership and assistance to staff in the areas of student services and programs.

Duties & Responsibilities:

- Promotes and supports the implementation of Board policies and directives with staff and the public
- Attends all meetings of the Board of Trustees and committees of the Board of Trustees as assigned and/or requested
- Provides, upon request, background material, statistics, student achievement and program data for reports to the Board of Trustees
- Represents the Superintendent, when so directed, at meetings in which PBOE has an official or educational interest
- Develops and drafts policies, administrative procedures, and exhibits as requested
- Provides direct support to PBOE administration team
- Monitor and implement existing education initiatives (i.e. MFI, Leader in Me, etc.,)
- Completes required work in the planning, organization, execution, and reporting processes of the PBOE educational plan
- Participates in the annual school planning meetings
- Provides leadership to designated school administration team with the implementation of PBOE priorities
- Keeps abreast of general developments in the field of curriculum and brings to the attention of the Superintendent, principals, and teachers those of significance for the school
- Develops education results and reporting:
 - Oversees and completes student achievement reports on the PAT Assessment in Reading and Numeracy
 - Reviews K – 9 student assessment results and provide recommendations to Superintendent and Board
 - Attendance K-12
- Develops respectful working relationships and partnerships, as appropriate, with community agencies and organizations
- Responds to community inquiries about schools, program, and support services
- Represents PBOE at school and/or community functions and events, as requested
- Perform other duties as assigned by the Superintendent

Education & Requirements

- Master's Degree from an accredited educational institution
- Certification in Educational Leadership, School Principal or Professional School Principal
- Experience in First Nation school administration
- Experience in leadership of student services
- Ten (10) years teaching experience
- Alberta Education Teaching Certification – Professional
- Clear Criminal Record Check and Intervention Check
- Demonstrated knowledge of Blackfoot Language and Culture