



**DISTRICT EDUCATION COUNCIL  
Superintendent's Monitoring Report**

<b>Policy Name</b>	<b>Emergency Superintendent Succession</b>		
<b>Policy Number</b>	<b>ASD-W-EL1</b>	<b>Number of Reports per year</b>	<b>1</b>
<b>Policy</b>	<p>In order to protect the Council in the event of sudden and unexpected loss of Superintendent services, the Superintendent shall not fail to assure that at least two other senior administrative staff are familiar with Council and Superintendent issues and process and capable of assuming Superintendent responsibilities on an emergency basis, should the need arise.</p>		
<b>Date of Report</b>	<b>September 20, 2018</b>		
<b>Date of Previous Report (s) This School Year</b>	<b>N/A</b>		
<b>Date of Future Report (s) This School Year</b>	<b>N/A</b>		
<b>Report Filed by:</b>	<b>Catherine Blaney, Acting Superintendent</b>		
<b>Report Supported by:</b>	<b>NA</b>		

**Interpretation:**

- **Policy calls for the Superintendent to ensure that operations and overall leadership of the district will continue in the event of a sudden and unexpected loss of Superintendent services.**
- **Superintendent will provide two names to the District Education Council that meet the qualifications and the skills required for the position.**

**Justification:**

- **Qualifications as outlined in the most recent ASD-W employment posting for the Acting Superintendent included: Master's Degree in Education, or another appropriate post-graduate degree, at least five (5) years of teaching experience in the public system, at least eight (8) years of experience in an administrative and supervisory capacity within education**

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- **Additional skills outlined in the most recent ASD-W employment posting for the Acting Superintendent included: experience in senior roles in a complex organization, superb leadership, interpersonal skills, proven track record in leading innovation, champion of 21<sup>st</sup> century learning.**

**Compliance:**

- **Superintendent will review personnel files to ensure the two individuals provided to the DEC have the qualifications as listed in the most recent ASD-W employment posting for the Acting Superintendent**
- **Superintendent will follow the procedures outlined in [District Policy ASD-W - 250-15 Employee Performance Evaluation](#) to evaluate the additional skills as outlined in the ASD-W employment posting for an Acting Superintendent.**

**Evidence of compliance :**

- **Two names were presented to the District Education Council.**
- **Appendix A**

**Compliance: I report compliance with this policy.**

**Superintendent's Signature:** \_\_\_\_\_  
**DEC Chair Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_



## ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

**OUR MISSION – EXCITED. INVOLVED. PREPARED.**

**OUR VISION – All Individuals engaged within our system are empowered to assist in building resilient, confident and contributing members of our communities**

**Anglophone West School District invites applications for the following position:**

**Acting Superintendent**

**Effective November 13, 2017 to August 24, 2018, with the possibility of extension up to August 23, 2019.**

**Competition # ASD-W-1718-MNU-01**

The District Education Council (DEC) of Anglophone West School District, an equal opportunity employer, is seeking the services of an Acting Superintendent.

Anglophone West School District encompasses the geographical area of Coles Island to Edmundston and includes Madawaska, Woodstock, Tobique, Kingsclear, Saint Mary's and Oromocto First Nation communities.

The Anglophone West School District community commits to engaging children and students in an inclusive environment that embraces teamwork, responsibility, innovation and personal excellence. The District has 69 schools, 3 Education Centres, approximately 22,925 students, 3000 staff and an annual budget of \$219 million.

The Superintendent is the Chief Executive Officer of the District and is accountable to the DEC for the management of all programs and services: education, finance, administration and human resources. The Superintendent is responsible for all operational decisions, directed by DEC governance policies, and guided by a team approach to management.

Responsibilities include:

- o Providing leadership in promoting quality education, enhanced community involvement and the efficient delivery of services;
- o Coordinating and administering the educational programs and services prescribed by the Minister of Education and Early Childhood Development, ensuring best practice in teaching and evaluation, and ensuring all DEC, district and provincial policies are followed;
- o Having primary responsibility for the preparation and implementation of the District Education Plan, District Expenditure Plan and preparation of the District Performance Report;
- o Ensuring the allocation, management, development and evaluation of all human resources in the district;
- o Providing for the effective and efficient management of available financial resources; and
- o Ensuring effective communication links, procedures and mechanisms are in place.

The successful candidate will have a unique blend of experiences, including senior roles in a complex organization, superb leadership and interpersonal skills, a proven track record in leading innovation in support of organizational effectiveness and be a champion of 21<sup>st</sup> century learning.

**Qualifications:** In addition to having the qualifications, skills, and abilities required for the duties mentioned above, applicants must possess a Master's Degree in Education, or another appropriate post-graduate degree acceptable



to the Minister of Education and Early Childhood Development; have at least five (5) years of teaching experience in the public school system and at least eight (8) years of experience in an administrative and supervisory capacity within Education. An equivalent combination of training and experience may be considered. Written and spoken competence in English is essential.

Candidates must demonstrate on their applications how they have acquired the skills and qualifications required for this position.

**Salary:** In accordance with Pay Band 11 of the Management & Non-Union Pay Plan, from \$116,064 to \$127,634 annually as of October 1, 2017.

**Note:** Subject to the response to this competition, education and/or experience requirements may be changed.

**Application:** Applications are to be received no later than **Wednesday, September 6, 2017 at 12:00 noon**. You must apply by submitting your application with a cover letter (quoting the competition number), a resume outlining your qualifications for the position, a copy of all university transcripts, a copy of your Teacher's Certificate, and the names and contact information of three references. Applications can be e-mailed to [anglophonewestjobs@gnb.ca](mailto:anglophonewestjobs@gnb.ca) quoting the competition # in the e-mail subject line, by fax to (506)462-2186, or sent by mail:

Shelley McLeod  
Acting Director of Human Resources  
Anglophone School District West  
1135 Prospect Street, Fredericton, New Brunswick E3B 3B9  
**Web:** [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

Thank you for your interest. Only those applicants selected for an interview will be contacted.