



SUPERVISOR
School Administration
Halifax Regional Centre for Education

Title

Supervisor, School Administration

Scope of Responsibilities

The Supervisor, School Administration shall be responsible for providing direct support to schools on a broad range of operational and administrative matters and will have direct supervisory responsibility for an assigned grouping of schools. As a first point of contact for Principals, the Supervisor will respond to matters relating to school improvement, policy, parent/guardian concerns, School Advisory Councils, fiscal management, and general operational matters. The Supervisor will work as part of a team to manage the allocation of staffing resources and liaise with Program staff on issues relating to programs and student services and Human Resources staff on matters relating to employment issues. To ensure effective implementation of the administrative appraisal process, the Supervisor will employ system evaluation standards in developing performance expectations for Principals, provide support and supervision, develop strategies for improvement, and monitor administrative effectiveness. The Supervisor will make recommendations for administrative transfers and placement. The Supervisor works within a team environment and reports directly to the Director/Coordinator, School Administration.

Competencies Required

The Supervisor, School Administration shall have the following competencies:

- a) The ability to provide leadership and support to schools with the implementation of school improvement initiatives;
- b) The ability to provide leadership, supervision and coordination on matters relating to school operations and administration;
- c) The ability to provide leadership and coordination on matters relating to leadership evaluation and development;
- d) The ability to apply knowledge and experience of school cultures, climate and individual school needs to successfully employ effective staffing and evaluation strategies;
- e) The ability to apply knowledge, experience and commitment in the areas of race relations, cultural proficiency, human rights, diversity and culturally responsive leadership;
- f) The ability to monitor, assess, evaluate and report on school operations, work with Principals on expectations, communicate results and plan and implement actions for improvement;
- g) The ability to apply knowledge of current trends in related research;
- h) The ability to collaborate with Principals and other Departments to support the teacher evaluation and growth planning process;
- i) The ability to support the administrative leadership and evaluation process in cooperation with other Departments and Human Resources processes;
- j) The ability to apply performance evaluation strategies and methods to support the annual employee review process;
- k) The ability to analyze problems and formulate recommendations to develop policies, processes, and practices which result in improvements to schools;
- l) The ability to participate in budget planning and preparation;
- m) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups such as government agencies;
- n) The ability to solve problems and mediate conflict;
- o) Strong interpersonal, oral and written communication skills;
- p) The desire and ability to engage in continuing education and professional development;
- q) The ability to maintain and promote confidentiality as the norm.

Qualifications

- (a) A valid Nova Scotia Teaching Certificate;
- (b) Masters Degree in Leadership or acceptable equivalent;
- (c) Minimum five (5) years successful teaching experience;
- (d) Minimum five (5) years experience as a School Principal at more than one school location;
- (e) Demonstrated leadership experience at the Regional/Provincial level considered an asset.

Specific Job Components

The Supervisor, School Administration shall perform tasks as are assigned by the Director/Coordinator, School Administration. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Provide direct supervision and support to an assigned grouping of schools on matters relating to school administration including transitions, boundary reviews and School Options Committees;
- (b) Implement the Parent/Guardian Concern Policy and provide alternate dispute mechanisms to resolve concerns related to parents/guardians and schools;
- (c) Communicate and liaise with schools on policy implementation and development;
- (d) Monitor and support schools with the implementation of programs and policies;
- (e) Work with Principals on the procedures and control of finances within their instructional and school budgets and liaise with the Finance Department;
- (f) Liaise with Human Resources staff on serious matters relating to employee investigations, discipline, suspensions, terminations or other labour relations issues;
- (g) Develop strategies to assist Principals with guiding and implementing school improvement, culturally relevant pedagogy and instructional leadership;
- (h) Assist in the development and implementation of professional development support for administrators, pool candidates and aspiring administrators through the School-based Administrators Program;
- (i) Assist in the development and facilitation of professional development opportunities for assigned school-based staff that reflect the Centre's goals and priorities;
- (j) Work with schools in identifying staffing needs and participate in the preparation of the allocation of resources;
- (k) Support schools on matters relating to School Advisory Councils;
- (l) Provide direction and support to Principals in promoting and implementing Safe Schools training, resources and supports;
- (m) Provide direction to Principals on the teacher evaluation/growth planning process and work with Human Resource Services on process, results and actions;
- (n) Support schools with the implementation of the Student Information System;
- (o) Conduct the performance evaluation process and plan for professional development opportunities for school-based administrators;
- (p) Participate in the preparation of the annual operating budget;
- (q) Other duties as assigned.