

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Personnel

3210: Job Description, Assistant Superintendents/ Executive Officers

Policy

Under the general direction of the Superintendent of Schools, the Assistant Superintendents coordinate school staffing activities and implementation of new programs; develop enrolment and space projections for use in budgeting and planning; provide advice and assistance to school administrative officers; assemble data for use in budget preparation; assign school operating and replacement budgets; provide assistance in budget administration to school administrative officers; and perform a variety of projects and studies as assigned.