

The Assistant Superintendent's main responsibility is the Division's human resources department and the delivery of operational services. Specific responsibilities include:

- Enrolment Projections and Staffing
- Field Placement – Student Teachers
- FOIPP
- Housing
- Human Resource Services
- Labour Negotiations
- Leadership Development
- Leadership Services
- Monitoring Health and Safety Department
- Recruitment and Staffing
- School Calendar
- Staff Evaluations and Contracts
- Suspensions and Expulsions
- Masters Professional Development - Leadership
- Teacher Degree Program - U of C
- Music, Art, Horse Riding, and Blast Programs
- Dual Credit
- High School Redesign