



ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the Board of Trustees, and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent is expected to demonstrate all of the competencies identified in the Superintendent Leadership Quality Standard (SLQS), as determined by Alberta Education.

The Superintendent shall build effective relationships, model commitment to professional learning, provide visionary leadership, sustain a learning culture, support First Nations, Métis, and Inuit education, strategically allocate resources and facilitate effective governance.

Specific Areas of Responsibility

1. Educational Leadership

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- 1.3 Ensures students in the Division have the opportunity to meet or exceed the standards of education set by the Minister.
- 1.4 Implements education policies established by the Minister and the Board.
- 1.5 Aligns Division resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.
- 1.6 Promotes learning environments that contribute to the development of skills, attitudes and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.
- 1.7 Communicates a philosophy of education that is student-centered, based on data and sound principles of effective teaching and leadership.

2. Student Welfare

- 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.

- 2.3 Ensures the facilities safely and adequately accommodate Division students.
 - 2.4 Promotes the social, physical, intellectual, cultural, spiritual and emotional growth needs of students in the overall school environment.
 - 2.5 Acts as, or designates, the attendance officer for the Division.
3. Fiscal Responsibility
 - 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Business and Finance is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other applicable Act or regulation.
 - 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
 - 3.3 Directs the development of and monitors the budget for the Division, strategically allocating resources in alignment with the Division's goals and priorities.
 - 3.4 Ensures the Board has current and relevant financial information.
 - 3.5 Directs the preparation of the Three-Year Capital Plan for submission to the Board.
 4. Personnel Management and Development
 - 4.1 Ensures that each staff member is provided with a welcoming, caring, respectful and safe work environment that respects diversity and fosters a sense of belonging.
 - 4.2 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
 - 4.3 Ensures the coordination and integration of human resources within the Division.
 - 4.4 Monitors and ensures appropriate support evaluation processes are in place.
 - 4.5 Provides and supports staff in accessing professional development and training, as well as the capacity building needed to meet the learning needs of all students.
 - 4.6 Establishes and sustains a learning culture in the school community that promotes ongoing, critical reflection on practice, shared responsibility for student success and continuous improvement.
 - 4.7 Collaborates with all staff and other superintendents to build professional capacities and expertise.
 - 4.8 Actively seeks out feedback and information from a variety of sources to enhance leadership practice and critically reviews educational research and applies it to decisions and practices as appropriate.
 - 4.9 Provides leadership to support school authority research initiatives where appropriate.
 - 4.10 Engages staff, school jurisdiction leaders, school and local community members to establish a shared understanding of current trends and priorities in the education system.

- 4.11 Implements the requirements of the *Occupational Health and Safety Act*, including required staff professional development.
- 5. Policy/Administrative Procedures
 - 5.1 Provides support and leadership in the planning, development, implementation and regular evaluation of Board policies.
 - 5.2 Develops and regularly reviews, to keep current, all Administrative Procedures be consistent with Board policy, priorities and values and provincial policies, regulations and procedures.
 - 5.3 Informs the Board of substantive changes to Administrative Procedures.
- 6. Superintendent/Board Relations
 - 6.1 Engages in a positive, productive working relationship with the Board, based on mutual trust, respect and integrity.
 - 6.2 Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy.
 - 6.3 Attends, or designates attendance for, all meetings of the entire Board, provides counsel and/or recommendations on matters requiring Board action by providing accurate information and reports as needed, to ensure informed decision making in a timely and effective manner.
 - 6.4 Attends, or designates attendance for, all committee meetings of the Board.
 - 6.5 Informs the Board of sensitive issues in a timely manner.
- 7. Strategic Planning and Reporting
 - 7.1 Assists the Board in determining the present and future educational needs of the Division through the development of short-and long-range plans. (Spring and Fall Board Planning and Operational Plan)
 - 7.2 Assists the Board in the development of the Board Work Plan, ensuring time for strategic planning and evaluation.
 - 7.3 Leads the Three-Year Education Planning process including the development of Division goals, budget, facilities, technology, and transportation plans and implements plans as approved. (Develops the Annual Education Results Report (AERR) for Board approval)
 - 7.4 Facilitates a generative Strategic Planning process - including development, implementation, and regular review. (Develops the agenda for Spring and Fall Planning)
 - 7.5 Provides assurance through the appropriate engagement of interested parties. (Council of School Councils and Annual Community Engagement)
 - 7.6 Reports regularly on results achieved, noting areas of success and opportunities for continuous improvement. (Strategic Highlights)

8. Organizational Management

- 8.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 8.2 Reports to the Minister with respect to matters identified in and required by the Education Act.
- 8.3 Oversees the organizational structure and promotes a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 8.4 Delegates responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.
- 8.5 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.6 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.

9. Communications and Community Relations

- 9.1 Promotes open, transparent, positive internal and external communications are developed and maintained. (Formal and informal communications with Trustees)
- 9.2 Keeps the Board informed through the provision of appropriate accountability reports. (AERR, Assurance Surveys, ACE Results)
- 9.3 Strives for a high level of satisfaction from the school community regarding the services provided by the Division. (Assurance Surveys, ACE Results)
- 9.4 Communicates relevant information to interested parties in a timely and appropriate manner.
- 9.5 Participates actively in school-based activities in order to enhance and support the Division's core purpose.
- 9.6 Builds and maintains effective relationships both within the Division and the broader education community. (Monthly Superintendent's Report to the Board)
- 9.7 In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division's messages consistent and accurate.
- 9.8 Ensures guidelines and best practices for the Division's communications, including social media channels, are adhered to.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly.
- 10.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.
- 10.3 Works collaboratively with the Board, staff, students, parents, School Councils and community members in establishing a positive and innovative culture and sense of pride in the Division built on trust, honesty and respect.

- 10.4 Understands historical, social, economic and political implications of Treaties and agreements with First Nations, Métis and Residential Schools and the tenant of Truth and Reconciliation.
- 10.5 Establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis, and Inuit for the benefit of all students.
- 10.6 Engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching and learning.

Legal Reference: Section 8, 11, 53, 52, 222, 223, 224 Education Act
 Freedom of Information and Protection of Privacy Act
 Occupational Health and Safety Act
 Superintendent Leadership Quality Standard