



Policy 3.01

Category: Charter School Operations

Role of the Superintendent

BACKGROUND

The *School Act* states that, subject to the regulation, a school board appoints a Superintendent of Schools for a period of not more than 5 years with the prior approval in writing of the Minister. The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Jurisdiction. The Superintendent is responsible for the operation of the school, and is accountable to the Board and reports directly to the Board. All Board mandates to staff are channeled through the Superintendent. The Superintendent is designated as the FOIP head under the Freedom of Information and Protection of Privacy Act.

POLICY STATEMENT

1. The CAPE Charter Board appoints the Superintendent as Chief Executive Officer of the CAPE Charter Board and Chief Education Officer of the Jurisdiction. The Superintendent is therefore responsible for the total operation of the CAPE school, and is accountable to the Charter Board.

DEFINITION:

2. **Superintendent** - an individual who is required to hold a certificate of qualification as a teacher and who is responsible for the supervision of the operation of schools and the provision of education programs in the district or division under section 113 of the *School Act*.
3. **School Act** - sets out the goals, roles and responsibilities of Alberta's Early Childhood Services to Grade 12 (ECS-12) education system.
4. **Ministerial regulations** - a legislation issued by the Minister by the virtue provided for by an Act or another legislation having the same status as an Act.
5. **Chief executive officer** - the highest-ranking executive in a company, and their primary responsibilities include making major corporate decisions, managing the overall operations and resources of a company, and acting as the main point of communication between the board of directors and corporate operations.
6. **Chief education officer** - an official who is the chief administrative officer of a Local Education Authority.
7. **Fiscal management** - the process of keeping an organization running efficiently within its allotted budget.

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GUIDELINES

8. The CAPE Charter Board shall be responsible for initiating procedures to appoint the Superintendent in the event of a vacancy.
9. The Superintendent shall be approved by the Minister of Education and shall serve to fulfill those functions and shall exercise those powers as legislated by the *School Act* and such other provincial legislation as may exist from time to time. Therefore, the appointment of the Superintendent will conform to the requirements of the *School Act* and Ministerial regulations with respect to notification and minimum qualifications.
10. Where a board applies for the Minister's approval under section 113 (1) of the *School Act*, it shall give notice of its intention to appoint the superintendent to the Minister, in the form and containing the information required by the Minister.
11. The Superintendent shall be appointed for a period of not more than (5) years.
12. The Superintendent is the chief executive officer of the board and the chief education officer of the district or division.
13. The Superintendent must hold both a leadership certification and a superintendent leadership certification, effective September 1, 2019.
14. The superintendent must:
 - 14.1 hold a Bachelor of Education degree or equivalent from a university in Alberta or from a university of equivalent standard,
 - 14.2 a Master's degree from a university in Alberta or from a university of equivalent standard,
 - 14.3. a certificate of qualification as a teacher issued under the Act or an equivalent certificate issued by another province or a territory, and
 - 14.4 have 3 years' experience in a school system in Alberta or in a school system of equivalent standard which is acceptable to the board that appoints the superintendent.
15. The Superintendent shall carry out the duties assigned to the superintendent by the board.
16. The Superintendent shall supervise the operation of schools and the provision of education programs in the district or division, including, but not limited to, the following:
 - 16.1 implementing education policies established by the Minister;
 - 16.2 ensuring that students have the opportunity in the district or division to meet the standards of education set by the Minister;

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- 16.3 ensuring that the fiscal management of the district or division by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under the *School Act* or any other *Act*;
- 16.4 providing leadership in all matters relating to education in the charter school.
- 17. The Superintendent shall report to the Minister with respect to the matters referred to in section 16 at least once a year.
- 18. The CAPE Charter Board shall carry out a yearly informal review of the performance of the Superintendent.
- 19. If a board intends to reappoint a superintendent named in a contract, the board shall carry out a formal evaluation of the performance of the Superintendent during the year previous to the expiry of the contract.
- 20. If a board intends to reappoint a superintendent named in a contract, the board shall, not less than 6 months before the contract ends, give to the Minister, in the form and containing the information required by the Minister, notice of its intention to reappoint the superintendent.
- 21. A reappointment of a superintendent must be for a period of not more than 5 years.
- 22. The Minister may approve or refuse to approve a reappointment under section 114(2) of the *School Act*, in any form the Minister considers appropriate, not more than one month after the Minister is notified under section 114(2) of the *School Act*.
- 23. If the Minister refuses to approve a reappointment under section 114(2) of the *School Act*, the Minister shall give the board reasons in writing for the refusal.
- 24. If the Minister refuses to approve a reappointment under section 114(2), the board shall appoint another individual as superintendent of schools in accordance with section 113 of the *School Act*.

Specific Areas of Responsibility

Superintendent/Alberta Education Relations

- 25. Address any Alberta Education and ministerial requests in a timely and effective manner.
- 26. Attend Alberta Education information and consultation meetings on educational, fiscal, governance, policy, regulations or other matters.
- 27. Provide feedback to Alberta Education and to the Minister as requested.

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28. Act as the intermediary between Alberta Education and the CAPE Charter Board.
29. Ensure that all reports, surveys, requested data, and any other general Alberta Education requests are addressed in a timely and effective manner.

Superintendent/TAAPCS Relations

30. Address any requests in a timely and effective manner.
31. Attend meetings called by the Association or Association Committees.
32. Provide feedback to the Association as requested.
33. Support research initiatives sponsored by the Association.
34. Share resources with the Association, if requested.
35. Attend Association Conferences.

Superintendent/CAPE Charter Board Relations

36. Establish and maintains a positive professional working relationship with the CAPE Charter Board.
37. Attend all meetings of the CAPE Charter Board.
38. Serve as a resource person to the CAPE Charter Board on matters relative to the governance of the school.
39. Serve on CAPE Charter Board committees as required.
40. Provide leadership in respect to the CAPE Charter Board's vision, mission, guiding principles, goals and annual objectives.
41. Develop and maintains an open, effective communication system between the School and Charter Board and between the School and external agencies.
42. Take a stand on issues but remains open and receptive to other views.
43. Communicate an evolutionary vision of school development and leads others so as to maintain and advance the standard of student achievement in curricular and extra-curricular programs.

Policy/Procedures

44. Provide leadership in the development of CAPE Charter Board policies and administrative procedures.
45. Administer all policies of the CAPE Charter Board and, where appropriate, develops practices and procedures.

Fiscal Management

46. Establish and maintains a close working relationship with the CAPE Secretary-Treasurer.

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47. Ensure that the fiscal management of the charter school by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the CAPE Charter Board under the *School Act* or any other Act.
48. Ensure that financial matters as reported in the Budget Report Form and Annual Financial Statement are in order.
49. Participate in reviews of the contracts of employment and auditor's reports and ensures that all contracts are carried out in accordance with agreed upon conditions.

Educational Leadership

50. Provide leadership in all matters relating to education in the charter school.
51. Ensure that children/students in the charter school have the opportunity to meet the standards of education set by the Minister.
52. Implement education policies established by the Minister.
53. Ensure that all certificated staff is familiar with and adheres to all Acts, Statutes, Standards, Regulations, Codes, and other mandated requirements that may be in effect from time to time as well as the *Teaching Quality Standard*, the *Leadership Quality Standard*, and the *Superintendent Leadership Quality Standard*.
54. Ensure that all stakeholders adhere to the CAPE charter, ByLaws, policies, codes of conduct, and any other document.
55. Provide leadership in all matters pertaining to Inclusive Education.
56. Ensure that CAPE's practices are consistent with Alberta Education Action on Inclusion/Inclusive Education directives.
57. Ensure that CAPE's practices are consistent with the charter and the integration and individualized programs.
58. Supervise the provision of the educational program to ensure that a positive learning environment is present and students are learning in accordance with charter expectations.
59. Provide leadership that promote the achievement of educational goals established for the school.
60. Provide leadership that promotes a high standard of education through ongoing supervision and evaluation of curricular and co-curricular programs.
61. Ensure that the charter school's Annual Education Plan is being followed.
62. Supervise the evaluation and reporting of student learning and development.
63. Ensure that appropriate standards and procedures for discipline and conduct of students are in place.

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Strategic Planning**

- 64. Lead the strategic planning process including the development of charter goals, budget, facilities and communication plans and implements plans as approved.
- 65. Ensure that the Annual Education Plan/Report meet provincial requirements.

Personnel Management

- 66. The Superintendent may make recommendations for all personnel-related issues.
- 67. Ensure the deployment, development, evaluation, promotion, retention, transfer and discipline of the teachers, the principal and all support staff.
- 68. Conduct the evaluation of Principal, Vice Principal(s), Director of Student Services, and the Secretary-Treasurer.
- 69. Maintain professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

Facility

- 70. Ensure that the school facilities comply with health, fire, safety and building standards and zoning regulations and that the facility is maintained to acceptable standards.
- 71. Ensure that protocols are in place to address issues relating to the safety, welfare and conduct of children/students while participating in school programs.
- 72. Ensure that the Insurance Regulation is followed.

Community

- 73. Promote a positive attitude on the part of parents and the community towards the school and its program.
- 74. Ensure the development and implementation of the CAPE Charter Board Communication Plan.
- 75. Establish and maintains a close working relationship with the relevant government departments and Ministers, Alberta Education, the Association of Public Charter Schools, charter schools, public boards, other educational institutions, support agencies, and service groups.

Other

- 76. Comply with other duties and obligations assigned by the CAPE Charter Board.

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References:

School Act

CAPE charter

CAPE Code of Professional Conduct for Certificated Staff

Teaching Quality Standard

Leadership Quality Standard

Superintendent Leadership Quality Standard

Adopted: May 10, 1999

Motion: #

Revised: March 31, 2003

Motion: #

Revised: May 14, 2007

Motion: #2007-05-14-10

Revised: September 30, 2008

Motion: #2008-09-30-20

Revised: August 25, 2011

Motion: #2011-08-25-5

Revised: August 27, 2013

Motion: #2013-8-27-9

Revised: August 29, 2018

Motion: #2018-8-29-8