



Policy 3.01

Category: Charter School Operations

Role of the Superintendent

BACKGROUND

Sections 222 & 223 of the *Education Act* state 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 a superintendent leadership certification and who is responsible for the supervision of the operation of schools and the provision of education programs in the district or division.
3. **Education 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.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 3.01

Category: Charter School Operations

8. **Records retention** - the continued possession, use, or control of electronic and/or hard copy records.
9. **Records disposition** - transferring or relinquishing of electronic and/or hard copy records.

GUIDELINES

10. The CAPE Charter Board shall be responsible for initiating procedures to appoint a Superintendent in the event of a vacancy.
11. The CAPE Charter Board shall appoint an individual as a superintendent of schools with the prior approval, in writing, of the Minister.
12. The CAPE Charter Board shall apply for the Minister's approval under section 222 and give to the Minister, in the form and containing the information required by the Minister, notice of its intention to appoint the superintendent.
13. The Minister may refuse to approve an appointment or reappointment of a Superintendent if the provisions of the employment contract relating to that position, including any provision governing compensation, are not acceptable to the Minister.
14. If the Minister refuses to approve an appointment or reappointment, the CAPE Charter Board shall appoint another individual as superintendent of schools in accordance with *Section 222* of the *Education Act*.
15. The Superintendent shall serve to fulfill those functions and shall exercise those powers as legislated by the *Education Act* and such other provincial legislation as may exist from time to time and shall carry out the duties assigned to the superintendent by the CAPE Charter Board.
16. The Superintendent shall be appointed for a period of not more than (5) years.
17. The Superintendent shall hold a superintendent leadership certification, effective September 1, 2019.
18. The superintendent must:
 - 18.1 hold a Bachelor of Education degree or equivalent from a university in Alberta or from a university of equivalent standard,
 - 18.2 a Master's degree from a university in Alberta or from a university of equivalent standard,
 - 18.3 a certificate of qualification as a teacher issued under the Act or an equivalent certificate issued by another province or a territory, and

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 3.01

Category: Charter School Operations

- 18.4 have three (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.
19. The Superintendent shall supervise the operation of schools and the provision of education programs in charter school, including, but not limited to, the following:
- 19.1 implementing education policies established by the Minister;
 - 19.2 ensuring that students have the opportunity in the charter school to meet the standards of education set by the Minister;
 - 19.3 ensuring that the fiscal management of the charter school by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under the *Education Act* or any other *Act*;
 - 19.4 providing leadership in all matters relating to education in the charter school.
20. The Superintendent shall report to the Minister with respect to the matters referred to in *Section 66(1)* and *Section 222* of the *Education Act* as required.
21. The CAPE Charter Board shall prepare a written performance appraisal of the Superintendent at the end of year one and year two of the employment contract based upon the functions and duties of the Superintendent.
22. Any disputes arising from said evaluation will be addressed through mediation, if all other venues prove ineffectual, as specified in the Superintendent's employment contract.
23. If the CAPE Charter Board intends to reappoint a superintendent named in a contract, the board shall carry out a formal evaluation of the performance of the Superintendent at the beginning of year 5 of the employment contract.
24. If CAPE Charter 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.
25. The Superintendent is the keeper of the vision and mission of the charter school and ensure that the charter guides the decision-making at all levels within the school.
26. The Superintendent shall attend meetings called by the Minister, the Deputy Minister and other elected officials, the Ministry, the CAPE Charter Board, The Council of Alberta School Superintendents, the Association of Alberta Public Charter Schools, the Secretary-Treasurer, and administrators, community agencies, and others as required.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 3.01

Category: Charter School Operations

27. The Superintendent establishes and maintains a positive professional working relationship and an open, effective communication system with the CAPE charter Board of Directors, the Superintendent, the Secretary-Treasurer, all administrators, staff, students, parents, community and other affiliated individuals, groups or organizations within the community and within the educational community such as the Minister of Education and the Ministry, education managers, the Association of Alberta Public Charter Schools, Superintendents of other charter schools and of other jurisdictions, the Council of Alberta School Superintendents, and other stakeholders.
28. The Superintendent complies with other duties and obligations assigned by the the Minister of Education, the Ministry and the CAPE Charter Boar.
29. The Superintendent promotes a positive attitude on the part of parents and the community towards the school and its programs.
30. The Superintendent must adhere to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.
31. The retention and disposition of records falls under the *Freedom of Information and Protection of Privacy Act* (FOIP). Part 1 of FOIP deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of personal information about individuals that is held by public bodies. The Superintendent is responsible for ensuring that protocols are established for the retention and release of records and for administration of these protocols.

References:

Education Act

Superintendent of Schools Regulation

CAPE charter

CAPE Code of Professional Conduct for Certificated Staff

Teaching Quality Standard

Leadership Quality Standard

Superintendent Leadership Quality Standard

Adopted: May 10, 1999

Revised: March 31, 2003

Revised: May 14, 2007

Revised: September 30, 2008

Revised: August 25, 2011

Revised: August 27, 2013

Motion: #

Motion: #

Motion: #2007-05-14-10

Motion: #2008-09-30-20

Motion: #2011-08-25-5

Motion: #2013-8-27-9

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 3.01

Category: Charter School Operations

Revised: August 29, 2018

Revised: February 28, 2022

Motion: #2018-8-29-8

Motion: #2022-02-28-06