



## **Professional Opportunity: Superintendent, CAPE Public Charter School**

The Centre for Academic and Personal Excellence (CAPE), located in Medicine Hat, Alberta, invites applications from qualified candidates for the position of Superintendent. CAPE Public Charter School hosts students from K through 9 and currently has 277 students and 42 staff.

Website: <https://capeisgreat.org>

Job Title: Superintendent  
Reports to: CAPE Board of Directors  
Direct Reports: Secretary-Treasurer and Principal  
Location: CAPE Public Charter School, Medicine Hat, Alberta

**Our Mission:** To foster the development of academic and personal skills through the provision of a personalized, integrated program so that each child or student may achieve success in the pursuit of personal and academic goals, strive for personal excellence, and become engaged thinkers and ethical citizens with an entrepreneurial spirit, independent learners, and world citizens.

**Mandate:** The Superintendent serves as the Chief Executive Officer of the Board of Directors and the Chief Education Officer of the school as defined in the *Education Act*.

**Candidate Attributes:** The ideal candidate must be sincerely committed to the purpose of charter schools in Alberta, which is to provide education in a different or enhanced way to improve student learning and contribute to school choice. At CAPE, this means providing each student with a personalized, integrated program that has the potential to improve learning outcomes. This on-site position involves providing leadership to the board and school administration on both educational and operational matters. The successful candidate must have extensive knowledge about Alberta's education system and direct experience in the supervision of fiscal and facility operations. Management and human resources experience are also integral to the position.

### **Professional Qualifications:**

- Relevant Master's degree from a Canadian university or from a university of equivalent standard;
- Superintendent Leadership Certificate issued under the *Certification of Teachers and Teacher Leaders Regulation*; and
- Three years of educational leadership experience in a school system in Alberta or in a school system of equivalent standard that is acceptable to the Board of Directors.

**Candidate Competencies - Candidates must demonstrate ability to:**

- Consult with and report to a governing Board of Directors.
- Establish effective and productive professional relationships with school administration, teachers, and other staff.
- Establish partnerships within the community.
- Manage the financial operations of a charter school and budget in manner that maximizes the impact of funds available.
- Coordinate fundraising projects.
- Advocate both at the community level and provincial level.

**Candidates must also have:**

- Dedication, foresight and planning to align decision-making with the mission of CAPE.
- Exceptional communication skills, including professional writing and public speaking.
- Leadership skills that promote collaboration and consensus-building.
- Proven experience implementing educational policies.
- Proficiency in the operational, regulatory, and reporting requirements of charter schools.
- Proficiency in the use of technology within an educational environment.

**Appointment and Compensation:** The projected date for commencement of duties is the beginning of January 2025. The initial appointment will be for a one-year term with provision for renewal by the Board of Directors. This position ranges from a 0.3 to 0.5 to be finalized upon hire. The compensation package will be within the base salary range set out in the *Superintendent of Schools Regulation*.

**Closing Date:** The application deadline is August 10, 2024, at 4:00 pm MST.

**Application Package Requirements:**

- Cover Letter with salary expectations and statement of interest in working at a charter school.
- Resume.
- Supporting Documentation including valid Alberta teaching certificate (or from another province), and Superintendent Leadership Certificate (or ability to obtain temporary certification).
- Two professional letters of reference with contact information for references.
- A valid criminal record check and child welfare (vulnerable sector) check will be required from the successful candidate.

**Send Completed Application Packages to:**

CAPE Public Charter School  
201 5 Street SW  
Medicine Hat, Alberta T1A 4G7  
Email: [humanresources@capeisgreat.org](mailto:humanresources@capeisgreat.org)

**Please Note:** To be considered, a candidate must be legally entitled to work in Canada.