



## AP 3.10

### Category: Charter School Operations

## Superintendent Role and Responsibilities

### BACKGROUND & RATIONALE

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.

### DEFINITIONS

1. **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.  
**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.

### PROCEDURE

10. The Superintendent serves 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.
11. The Superintendent is appointed for a period of not more than (5) years.

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12. The Superintendent shall hold a superintendent leadership certification, effective September 1, 2019.
13. The superintendent must:
  - 13.1 hold a Bachelor of Education degree or equivalent from a university in Alberta or from a university of equivalent standard,
  - 13.2 a Master's degree from a university in Alberta or from a university of equivalent standard,
  - 13.3 a certificate of qualification as a teacher issued under the Act or an equivalent certificate issued by another province or a territory, and
  - 13.4 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.
14. The Superintendent supervises the operation of schools and the provision of education programs in charter school, including, but not limited to, the following:
  - 14.1 implementing education policies established by the Minister;
  - 14.2 ensuring that students have the opportunity in the charter school to meet the standards of education set by the Minister;
  - 14.3 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*;
  - 14.4 providing leadership in all matters relating to education in the charter school.
15. The Superintendent is to address any requests from Alberta Education and ministry, The Association of Alberta Public Charter Schools (TAAPCS), in a timely and effective manner.
16. The Superintendent is to attend Alberta Education information and consultation meetings on educational, fiscal, governance, policy, regulations or other matters; any The Association of Alberta Public Charter Schools (TAAPCS) meetings or association committees meetings.
17. The Superintendent provides feedback to Alberta Education and to the Minister and The Association of Alberta Public Charter Schools (TAAPCS) as requested.
18. The Superintendent acts as the intermediary between Alberta Education and the CAPE Charter Board.
19. The Superintendent is to ensure that all reports, surveys, requested data, and any other general Alberta Education requests are addressed in a timely and effective manner.

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20. The Superintendent is to support research initiatives sponsored by the The Association of Alberta Public Charter Schools (TAAPCS), share resources, and support charter schools.
21. The Superintendent is to establish and maintains a positive professional working relationship with the CAPE Charter Board, site administration, staff, students and parents as well as charter schools, public boards, other educational institutions, support agencies, and service groups.
22. The Superintendent is to develop and maintains an open effective communication system between CAPE School and the CAPE Charter Board, between the CAPE School and external agencies, within the administration team, and staff.
23. The Superintendent is to provide leadership in respect to the CAPE Charter Board's vision, mission, guiding principles, goals and objectives.
24. The Superintendent is to communicate an evolutionary vision of school development and lead others so as to maintain and advance the standard of student achievement in curricular and extra-curricular programs.
25. The Superintendent is to attend all meetings of the CAPE Charter Board and committees of the Board, staff meetings and team/committee meetings, as well as School Council meetings whenever possible.
26. The Superintendent is to serve as a resource person to the CAPE Charter Board on matters relative to the governance of CAPE school such as policies, plans and reports, budgets and professional development.
27. The Superintendent is to supervise the implementation of Alberta Education and CAPE Charter Board policies, develop and administer administrative procedures, codes of conduct and any other guiding documents.
28. The Superintendent is to ensure that the Annual Education Plan and Education Report meet provincial requirements.
29. The Superintendent is to establish and maintains a professional working relationship with the CAPE Secretary-Treasurer and the executive assistant, and all other administrators.
30. The Superintendent is to ensure that the fiscal management of the CAPE school by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the CAPE Charter Board under the *Education Act* or any other Act, that all Audits and reports are submitted by the stated deadlines, that all employment-related items are on accordance with legislations and CAPE policies.
31. The Superintendent is to provide leadership in all matters relating to education in the charter school.
32. The Superintendent is to ensure that children/students in CAPE school have the opportunity to meet the standards of education set by the Minister.

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33. The Superintendent is to ensure that all stakeholders adhere to the CAPE charter, ByLaws, policies, codes of conduct, and any other document.
34. The Superintendent is to ensure that CAPE's practices are consistent with the CAPE charter and the integration and individualized programs, with Alberta Education Action on Inclusion/Inclusive Education directives, with Alberta Education vision of a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
35. The Superintendent is supervises the provision of the educational program to ensure that a positive learning environment is present, that students are learning in accordance with charter expectations, that educational goals established for CAPE school are being achieved, that a high standard of education is maintained.
36. The Superintendent is to 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*.
37. The Superintendent is to supervise the evaluation and reporting of student learning and development.
38. The Superintendent is to ensure that appropriate standards and procedures for discipline and conduct of students are in place.
39. The Superintendent may make recommendations for all personnel-related issues such as guidelines for deployment, development, evaluation, promotion, retention, transfer and discipline of the teachers and support staff are in place.
40. The Superintendent is to conduct the evaluation of Principal, Vice Principal(s), Director of Student Services, all administrative assistants and executive assistants.
41. Supervise the work of the facility manager.
42. The Superintendent is to Ensure that protocols are in place to address issues relating to the safety, welfare and conduct of children/students while participating in school programs.
43. The Superintendent is to promote a positive attitude on the part of parents and the community towards the school and its program.
44. The Superintendent is to ensure the development and implementation of the CAPE Charter Board Communication Plan and Engagement Plan.
45. The Superintendent is to comply with other duties and obligations assigned by the CAPE Charter Board.

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**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*

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Adopted: September 2022