



Superintendent's Responsibilities and Authorities

Pursuant to section 113 of the *School Act*, the Board is mandated to employ a superintendent of Schools with the approval of the Minister of Education. The superintendent is the chief executive officer of the Board, the chief education officer of the District and shall carry out the duties assigned from time to time by the Board. The superintendent shall supervise the operation of schools and the provision of educational programs in the District, including but not limited to the following:

- a. implementing education policies established by the Minister;
- b. ensuring that students have the opportunity in the District to meet the standards of education set by the Minister;
- c. ensuring that the fiscal management of the District by the treasurer is in accordance with the terms of conditions of any grants received by the Board under this act or any other act;
- d. providing leadership in all matters relating to the education in the District;

The superintendent is one of the Board's primary links to the operations of the District and as such, is responsible for the day to day operations of the District. In order to accomplish the above mandates and clarify the relationship of a primary link, the superintendent will have the following primary duties, responsibilities and authority:

- a. to develop and implement an annual budget for the operation of the District, provide direction and monitor staff and human resource management, and provide direction and monitor the maintenance of District facilities;
- b. to implement the Board's goals, including but not limited to the mission of the Board, the Common Essential Learning Outcomes, and to ensure that the goals, mission and Common Essential Learning Outcomes are fulfilled in a Catholic educational environment;
- c. to attend, participate and provide advice at all meetings of the Board, except when requested not to do so by the Board. The superintendent shall provide the Board with accurate, timely reports and information on all matters relating the operations and performance of the District so as to enable the Board to make informed, timely decisions.
- d. to counsel the Board in relation to administrative policies, program development and deployment thereof in the District;
- e. to ensure that all programs in all District schools comply with the standards outlined in the Program of Studies set out from time to time by the province of Alberta;
- f. to ensure that all teachers meet the standards of acceptable teaching within the province of Alberta through the development and implementation of appropriate professional

- development programs and opportunities, teacher performance appraisal programs and direction and implementation of remediation when necessary;
- g. to develop and implement annual superintendent priorities, goals and implementation plans;
 - h. to ensure that all employment contracts and collective agreements are negotiated and administered in keeping with the goals and financial resources of the Board; and,
 - i. to ensure that the District's Three Year Education Plan, Annual Education Results Report, and annual budget are prepared and implemented according to the goals of Alberta Education, the Board, and the District;

COMMUNICATION AND COUNSEL TO THE BOARD

In keeping with the superintendent's responsibility to provide information and counsel to the Board, the superintendent shall endeavor to ensure that the Board is informed at all times

Accordingly, the superintendent shall:

- a. submit monitoring data required by the Board in a timely, accurate and understandable fashion, directly addressing provisions of the board policies being monitored;
- b. advise the Board of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established;
- c. advise the Board of relevant events which occur in the District including but not limited to any steps undertaken to termination employment of District employees;
- d. advise the Board if, in the superintendent's opinion, the Board is not in compliance with its own policies, particularly in the case of Board actions or inactions that may be detrimental to the work relationship between the board and the superintendent;
- e. assemble as many staff and external points of view and options on issues as needed for fully informed board decisions;
- f. present information in as simple and concise form as reasonable in the particular circumstances;
- g. provide the necessary mechanisms, resources and facilitation for official Board, officer, District or committee communications;
- h. deal with the Board as a whole except when:
 - (i) fulfilling or facilitating individual trustee requests for information requiring reasonable resources, or
 - (ii) responding to officers or committees duly charged by the Board;
- i. report in a timely manner an actual or anticipated noncompliance with any policy of the Board;
- j. inform the Board of any directives or communications from the deputy minister to the superintendent;
- k. supply for the consent agenda all items delegated to the superintendent which require Board approval by law or contract, along with the monitoring assurance pertaining thereto;
- l. correspond to the deputy minister and provide copies of such correspondence to the Board.

PROVISION OF ORGANIZATIONAL STRUCTURE – REPORTING AND COMMUNICATION LINES

The superintendent shall provide the Board on an annual basis an organizational structure that includes both reporting lines and communication lines. The superintendent shall work in concert with the Board of Trustees to establish communication relationships with district staff in order to facilitate the timely and accurate availability of information to trustees.

INTERNAL AND EXTERNAL CONTACTS AND RELATIONSHIPS

The superintendent shall foster, develop and maintain the following contacts in the manners described below:

Internal contacts	Nature of contact
Board of Trustees; individual trustees	Several times weekly; scheduled Board meetings when attendance required; providing reports, assisting in decision making; policy development and implementation
Senior staff	Several times weekly, weekly superintendent's council meeting, receiving reports, decision making, planning, problem solving
School administrators	Liaising on school matters, monitoring results, program deployment, budget matters
All other staff (teachers, custodial, support, out of scope)	As required, problem solving or program initiation
External contacts	Nature of contact
School Councils; parents	Problem solving; dissemination of District information
ATA, ECSSA, AUSE; Out of Scope	Liaison meetings; problem solving; program deployment; issues resolution
CCSSA; CASS; ACSTA; ASBA;	Liaison and issues resolution regarding provincial educational matters
Legal counsel	Matters requiring legal protection for the District
Other school jurisdictions	Matters of mutual interest and/or concern
Private consultants	To provide specific services to the District
Catholic Archdiocese of Edmonton and Ukrainian Catholic Eparchy of Edmonton	Matters of mutual interest and/or concern

ASSET PROTECTION

The superintendent shall ensure that District assets are protected, adequately maintained and reasonably protected from risk.

Accordingly, the superintendent shall:

- a. ensure that only bonded personnel access material amounts of funds;
- b. ensure that the District, the Board or staff are not unreasonably exposed to claims of liability;
- c. ensure that District intellectual property, information and files are reasonably protected from loss or significant damage.
- d. ensure that funds under the control of the Board and District are received, processed, disbursed, and invested under controls which are sufficient to meet the external and internal auditors' standards; and
- e. ensure that real property is not acquired, encumbered, or disposed of without Board knowledge and approval.

JOB SPECIFICATIONS – REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The information set out in the following job specifications is designed to indicate the general nature and level of work performed by superintendent. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The Board may choose, at its sole discretion, to amend in any way the following specifications for the role of superintendent.

A. Experience

- Extensive experience in the field of education at elementary, junior and senior high school levels;
- Extensive school-based administrative experiences, preferably at the elementary and secondary levels;
- Experience at a division senior administrative position preferred;
- Active faith life, involvement in own parish activities;
- Well read, and up to date with current educational research and issues at the local, provincial, nation and international levels;

B. Education Requirements

- Minimum masters degree from a university in Alberta or from a university of equivalent standard, doctorate level preferred, in the field of educational administration or curriculum;
- A Certificate issued pursuant to the regulations made under the *School Act*; and,
- Minimum three (3) years experience in a school system in Alberta or in a school system of equivalent standard which is acceptable to the Board;

C. Interpersonal Skills:

- Strong ability to work with all types of people;
- Strong interpersonal skills;
- Reflective, learns from successes and mistakes;
- Consensus builder; good problem solver;
- Excellent group process and group dynamics skills;

D. Communication Skills:

- Strong oral and written communication skills;
- Competent with educational technologies;
- Excellent listener;
- Excellent public speaking and presentation skills;

E. Other:

- Strong Catholic faith and understanding of education in a Catholic context;
- Ability to work a varied and flexible work schedule;
- High capacity to deal with multiple stressors; good overall balance in life;

EMERGENCY EXECUTIVE SUCCESSION

In order to protect the Board and District from a sudden loss of the services of the superintendent, the superintendent shall have at least two members of senior administration who are familiar with the Board and the issues and processes involving the superintendent.

Approved: October 23, 2006

Revised: _____

Reference: _____