

Role of the Superintendent

Preamble

The Superintendent is the Chief Executive Officer of the Alberta Classical Academy (ACA) Charter school Board, and the Chief Education Officer of the Alberta Classical Academy schools. The Superintendent reports directly and is accountable to the Board for the conduct and operation of the Alberta Classical Academy. All Board authority delegated to the staff of the Alberta Classical Academy is delegated through the Superintendent.

Areas of Responsibility

Student Learning

- Provides leadership in all matters relating to education in ACA schools.
- Ensures all pupils have the opportunity to meet or exceed the standards established by the Alberta Ministry of Education and those identified in the ACA Charter.
- Ensures that ACA schools are organized and run in accordance with the philosophy, vision, and mission stipulated by the Charter, and in accordance with Board policies.
- Ensures that ACA schools enable pupils to acquire the habits, virtues, and knowledge befitting free citizens, and the intellectual and moral faculties necessary for leading healthy, productive, and meaningful lives.
- Provides leadership in enhancing educational opportunities for all pupils through research and partnerships.
- Provides leadership in implementing education policies established by the Minister and the Board.

Student Welfare

- Ensures that the school environment supports the moral, social, physical, intellectual, psychological, and spiritual growth of pupils, consistent with the Charter.
- Ensures that all pupils are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Ensures the safety and well-being of students while participating in ACA programs or while using transportation provided or contracted by ACA.
- Ensures that school facilities adequately accommodate all enrolled students, and that facilities are safe physical environments.
- Acts as, or designates, the attendance officer for ACA.

Financial Management

- Ensures the fiscal management of ACA's resources is in accordance with the terms or conditions of any funding received by the Board under the Education Act or other relevant legislation.

- Ensures ACA operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- Directs or oversees the preparation and the presentation of the budget.
- Ensures the Board has current and relevant financial information.
- Directs the preparation of the three-year capital plan for submission to the Board.

Personnel Management

- Has authority and responsibility for all personnel-related matters, unless precluded by legislation or Board policies.
- Monitors and works to improve the performance of staff and ensures appropriate growth, supervision and evaluation processes are in place.
- Facilitates professional development and training sessions for staff to develop them as classical educators.
- Contributes to building leadership capacity within ACA.
- Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment
- Ensures the coordination and integration of human resources within ACA schools.
- Recommends staff compensation, including benefits, for approval by the Board.

Policy and Administrative Procedures

- Provides leadership in the implementation of Board policies
- Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

Delegated Authorities

- The Superintendent is delegated the authority to suspend a teacher, or to terminate the contract of employment of a teacher, on an emergency basis and without prior notice to the Board, where the Superintendent is of the opinion that the teacher's presence is a threat to the wellbeing of students. The suspension or termination shall be conducted in accordance with the Education Act, and the Board must be informed of the suspension or termination at the next scheduled Board meeting.
- The Superintendent is delegated the authority to suspend or terminate the services of a non-certificated staff member, in accordance with all applicable legislation, contracts and administrative procedures.
- The Superintendent is delegated authority to represent ACA in contractual agreements with employees and third-party contractors of ACA.

Board Relations

- Engages in and maintains positive, professional working relations with the Board.
- Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- Attends meetings of the Board, except as excused, and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

- Provides accurate and timely information to the Board as requested, and on matters pertaining to the implementation of the Charter or Board policies
- Provides accurate and complete information and counsel to the Board as required to render decisions and perform its duties
- Attends, and/or designates, attendance at all committee meetings, as requested.
- Demonstrates respect, integrity and support, which is conveyed to the staff and community.
- Communicates Board decisions to school leadership and staff as appropriate.

Strategic Planning and Reporting

- Leads a generative strategic planning process, including the development of the Three Year Education Plan, Annual Educational Results Report, Budget, Capital Plans, and Transportation Plans, for approval by the Board.
- Assists and provides counsel to the Board in determining the present and future educational needs of ACA through the development of short- and long-range plans.
- Works with the Board to determine strategic planning priorities, processes, timelines, and evaluation metrics, subject to Board approval.
- Implements plans as approved.
- Reports regularly on results achieved.

Compliance

- Ensures that ACA and schools under its authority operate in compliance with all legal, Ministerial and Board mandates and timelines.
- Reports to the Minister on matters identified in and required by the Education Act and provincial legislation.

Organizational Management

- Carries out duties with integrity, and in a manner that merits and maintains the trust and confidence of those with whom the Superintendent works most directly.
- Builds an organizational structure and culture that facilitates collaboration, positive working relationships, and active participation in advancing the ACA Charter.
- Encourages innovation and research, and shares best practices, research, and development occurring within ACA.

Community Relations

- Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- Ensures parents are satisfied with the services provided and the responsiveness of ACA
- Promotes effective communication between School Council, school leadership, and the Board, as appropriate.
- Ensures that appropriate dispute resolution processes are in place, and that parents, faculty, and staff have effective means of communicating and elevating concerns and questions.

- Acts as, or designates, the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- Serves as a spokesperson for ACA, and ensures that public communications messages are consistent with the Charter.
- Promotes and facilitates opportunities for collaboration and engagement with the broader community, including other school authorities, neighbourhood associations, arts and cultural associations, and others.
- Develops and maintains positive and effective relationships and partnerships with provincial and regional government departments, agencies, community and post-secondary institutions.
- Alberta Classical Academy staff strive to embody the virtues of integrity, probity, and respect, and are expected to adhere to a high ethical standard in their work.
- An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Deliberately false or malicious allegations by an employee will form the grounds for disciplinary action up to and including termination of employment.

Approved: May 16 2023

Legal References: Alberta Education Act Sections 8, 33, 52, 55, 212, 213, 222, 223, 224; Freedom of Information and Protection of Privacy Act, Certification of Teachers and Teacher Leaders Regulation, Superintendent of Schools Regulation