

ROLE AND COMPETENCIES OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct, management, operations, and leadership within the Division. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

Specific areas of responsibility for the Superintendent are designated within faith leadership and managerial responsibilities. Effective, September 1, 2019, the Superintendent's professional practice is regulated by the Superintendent Leadership Quality Standard (SLQS). The Superintendent is expected to meet this standard through practice within the Division. The Superintendent of Schools as referred to in the *Education Act*, is accountable for the demonstration of all of the competencies identified within the SLQS. In any given context, reasoned professional judgment must be used to determine whether the SLQS is being met. Indicators are deemed to be the methods taken to ensure that competencies are addressed.

1. Faith Leadership

The Superintendent shall:

- 1.1 Model involvement in a Catholic faith community and ensure students and staff are provided opportunities for spiritual development within the Division.
- 1.2 Promote collaboration and communication between the schools, the parishes, and the diocese.

2. Management

The Superintendent shall:

- 2.1 Act as, or designate, an attendance officer for the Division.
- 2.2 Ensure the acceptable condition of the Division's physical assets, including the neatness and cleanliness of buildings, and grounds, and the safety, security and state of maintenance and repair of buildings, grounds, furnishings, and equipment.
- 2.3 Ensure that the Board is updated on the progress of new builds and modernizations in a timely manner.
- 2.4 Have overall authority and responsibility for all personnel-related matters, save and except: the development of mandates for collective bargaining and those

personnel matters precluded by Board policy, legislation, or collective agreements.

- 2.5 Develop and keep an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.
- 2.6 Keep the Board informed on all school jurisdiction matters, especially controversial and / or highly sensitive issues, in a timely and appropriate manner.
- 2.7 Establish criteria from the Board regarding the yearly instructional calendar and recommend an instructional calendar to the Board.

3. Superintendent Leadership Quality Standard (SLQS)

Quality superintendent leadership occurs when the Superintendent's ongoing analysis of the context, and the Superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Superintendent Leadership Quality Standard (SLQS) serves as a standard which applies to all superintendents of schools in public, separate, francophone, and charter school authorities in the Province of Alberta. As such, the Superintendent shall model leadership practices that are consistent with the competencies and indicators outlined in the most current SLQS document from Alberta Education.

Legal Reference: Section 14, 33, 222, 224, *Education Act*
Superintendent Leadership Quality Standard, 2018
Administrative Procedure 130 Section 3.

Revised July 8, 2018, October 29, 2018, October 2, 2019 September 29, 2020