

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Role of the Superintendent** Policy No. **4.05**

Legal Reference: School Act (part 4, division 2, sections 113-115)
 Alberta Regulation 178/2003

RATIONALE: The Superintendent provides educational leadership in the Calgary Science School. He or she possesses the knowledge, skills and attributes necessary to assist school administration, and thereby the teaching and support staff, in actualizing the goals of the charter and the mandate as a charter school

POLICY: The role of the Superintendent of the Calgary Science School shall be to competently provide the services of Chief Executive Officer and Chief Education Officer of the Board in accordance with the requirements of the School Act and the appropriate regulations of the Minister of Education. All charter board authority delegated to the staff of the school is delegated through the Superintendent to the extent authorized by legislation.

PRINCIPLES:

The duties of the Superintendent of the Calgary Science School are as follows:

1. Advise the Board on matters relating to school governance and matters affecting the Calgary Science School Society's educational goals and direction;
2. Recommend appropriate policies to the Board;
3. Serve on Board committees;
4. Supervise the operation and management of the school and the school's educational program and promote ongoing innovation and enhancement by:
 - a) Working collaboratively with the principal and members of the administrative team in providing instructional leadership, hiring teachers and maintaining adequate teaching standards;
 - b) Working collaboratively with the secretary-treasurer to ensure that the financial management of the school is sound and proper procedures are followed;
 - c) Completing a formal evaluation of the principal and secretary-treasurer on an annual basis;
 - d) Promoting exemplary teaching and the professional growth of members of the teaching staff, and

- e) Providing regular reports to the Board of Directors.
5. Report on the effectiveness of the school operation in achieving educational goals and the direction of the Board;
 6. Recommend actions and initiatives for the improvement of the educational program, the efficient use of resources and the effective performance of personnel;
 7. Serve as a representative of the Board of Directors and ambassador for the school in working with Alberta Education, the Association of Alberta Public Charter Schools and other groups and organizations.
 8. Perform all duties and responsibilities as outlined in Part 4, Division 2, Section 113 of the School Act;
 9. Ensure that Alberta Government or other reporting requirements are met;
 10. Serve as the Attendance Officer in accordance with section 14(1) of the School Act;
 11. Act at the Board's request to suspend a teacher in accordance with section 105 of the School Act;
 - a. Report to the Board on an annual basis on leadership activities associated with carrying out the role of Superintendent and outline action priorities for the next year as a key component of the Board's Superintendent evaluation process and
 12. Carry out such specific responsibilities as from time to time may be delegated to him/her by the Board.

First Reading	<u>November 4, 2008</u>
Adopted	<u>November 4, 2008</u>
Amended	<u>June 22, 2010</u>