



DATE: September 28, 2022
TO: Board of Trustees
FROM: Shawna Warren, Superintendent
ORIGINATOR: Lisa Lacroix, Associate Superintendent, Human Resources
GOVERNANCE POLICY: [Policy 700 - Superintendent of Schools](#)
ADDITIONAL REFERENCE: *Education Act: Section 8, 11(1), 52, 53, 222, 223, 224*
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

SUBJECT: Policy 700 – Superintendent of Schools

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approves Policy 700 – *Superintendent of Schools* as presented at the September 28, 2022, Public Board meeting.

BACKGROUND:

The *College of Alberta School Superintendents Act* came into effect on September 1, 2022, establishing the College of Alberta Superintendents (CASS) as a legislated organization to uphold the professional practice of school superintendents and education system leaders. The *Superintendent of Schools Regulation* also states that no individual may be appointed as a superintendent unless the individual has a superintendent leadership certificate issued under the *Certification of Teachers and Teacher Leaders Regulation*.

Policy 700 - *Superintendent of Schools* has been amended to align with the Alberta provincial standard for all Superintendents and the Superintendent Leadership Quality Standard (SLQS). This standard applies to all Superintendents in the province of Alberta, and as such Superintendents are accountable to demonstrate all seven (7) competencies.

The Policy Committee reviewed Policy 700 – *Superintendent of Schools* at their September 14, 2022, Committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the September 28, 2022, Public Board meeting.

ATTACHMENT(S):

- 1. Policy 700 – Superintendent of Schools – Accepted Changes
- 2. Policy 700 – Superintendent of Schools – Tracked Changes
- 3. Policy 700 – Superintendent of Schools – Original

Policy 700

Superintendent of Schools

EFFECTIVE: April 24, 2019

REVISED: September 2022

REVIEW: 2025-2026

1.0 POLICY

THE ROLE OF THE SUPERINTENDENT

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership quality Standard, Board policies, Division vision, mission and values and the Education Plan goals. All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent of Schools provides the Board with information, advice and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues. Specific Areas of Responsibility:

Alberta has three (3) professional practice standards that are Ministerial Orders, the Teaching Quality Standard (TQS), the Leadership Quality Standard (LQS), and the Superintendent Leadership Quality Standard (SLQS). The Superintendent Leadership Quality Standard (SLQS) defines the professional expectations that superintendents must demonstrate to create the conditions under which school leaders and teachers can do their best work. The SLQS identifies seven (7) competencies superintendents must demonstrate in their professional practice:

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring first nations, Métis, and Inuit Education for all Students
- School Division Operations and Resources
- Supporting Effective Governance

1.0 Building Effective Relationships

1.1 The Superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community that respects diversity and fosters a sense of belonging.

2.0 Modelling Commitment to Professional Learning

2.1 The Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching and learning.

3.0 Visionary Leadership

3.1 The Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

4.0 Leading Learning

4.1 The Superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

5.0 Ensuring First Nations, Métis, and Inuit Education for All Students

5.1 The Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis, and Inuit for the benefit of students.

6.0 School Division Operations and Resources

6.1 The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities.

7.0 Supporting Effective Governance

7.1 The Superintendent of Schools as referred to in the Education Act, as chief executive officer of the board and the chief education officer of the school division, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

References:

Education Act: Section 8, 11(1) 52-53, 222, 223, 224
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Policy 700

Superintendent of Schools

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REVISED: ~~March 23, 2022~~ September 2022

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1.0 POLICY

THE ROLE OF THE SUPERINTENDENT

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is responsible-accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership quality Standard, Board policies, Division vision, mission and values and the Education Plan goals. ~~for the conduct and operations of the Division.~~ All Board authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent of Schools provides the Board with information, advice and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board ~~by~~ recommending actions to address current and emerging issues. ~~in alignment with the mission, vision and value statement of the Division.~~

Specific Areas of Responsibility:

Alberta has three (3) professional practice standards that are Ministerial Orders, the Teaching Quality Standard (TQS), the Leadership Quality Standard (LQS), and the Superintendent Leadership Quality Standard (SLQS). The Superintendent Leadership Quality Standard (SLQS) defines the professional expectations that superintendents must demonstrate to create the conditions under which school leaders and teachers can do their best work. The SLQS identifies seven (7) competencies superintendents must demonstrate in their professional practice:

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring first nations, Métis and Inuit Education for all Students
- School Division Operations and Resources
- Supporting Effective Governance

1.0 ~~Student Welfare~~ Building Effective Relationships

1.1 ~~The Superintendent establishes~~ Ensures each student is provided with a welcoming, caring, respectful and safe learning environment **by building positive and productive relationships with members of the school community and the local community** that respects diversity and fosters a sense of belonging.

~~1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.~~

~~1.3 Ensures the learning environment accommodates all Division Students.~~

2.0 ~~Educational Leadership~~ Modelling Commitment to Professional Learning

2.1 ~~The Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching and learning.~~ Provides leadership in all matters related to education in the Division.

~~2.2 Implements education policies established by the Minister and the Board.~~

~~2.3 Provides leadership to foster conditions necessary for student learning and success.~~

~~2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.~~

3.0 ~~Fiscal Responsibility~~ Visionary Leadership

3.1 ~~The Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.~~ Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.

~~3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.~~

~~3.3 Directs the development of and monitors the budget for the Division.~~

4.0 ~~Personnel Management~~ Leading Learning

4.1 ~~The Superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.~~ Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.

~~4.2 Ensures the coordination and integration of human resources within the Division.~~

~~5.0 Policy/Administrative Procedure~~ Ensuring First Nations, Métis and Inuit Education for All Students

~~5.1 The Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of students. Provides leadership in the planning, development, implementation and evaluation of Board policies.~~

~~5.2 Develops and keeps up to date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.~~

~~6.0 Superintendent/Board Relations~~ School Division Operations and Resources

~~6.1 The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities. Establishes and maintains positive, professional working relations with the Board.~~

~~6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.~~

~~6.3 Provides the information which the Board requires to perform its role.~~

~~7.0 Strategic Planning and Reporting~~ Supporting Effective Governance

~~7.1 The Superintendent of Schools as referred to in the Education Act, as chief executive officer of the board and the chief education officer of the school division, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation. Ensures the strategic planning process is developed for:~~

~~7.1.1 The Education Plan;~~

~~7.1.2 Division goals;~~

~~7.1.3 Budget;~~

~~7.1.4 Facility plans;~~

~~7.1.5 Technology plans;~~

~~7.1.6 Transportation plans.~~

~~7.2 Implements plans as approved by the Board.~~

~~7.3 Involves the Board in the establishment of strategic priorities and key results early in the process, with final Board approval.~~

~~8.0 Communications and Community Relations~~

~~8.1 Takes actions to ensure open, transparent, positive internal and external communications are developed and maintained.~~

~~8.2 Keeps the Board updated through the provision of monitoring reports.~~

~~8.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.~~

~~8.4 Participates actively in school-based activities in to enhance and support the Division's core beliefs and principles.~~

~~8.5 Acts as, or designates, the head of the organization for the purposes of the Freedom of Information and Protection of Privacy.~~

~~9.0 Leadership Practices~~

~~9.1 Practices leadership with integrity while carrying out the directives of the Board and the Minister.~~

~~9.2 Develops and maintains positive and effective relationships with provincial and regional government departments and external agencies.~~

~~9.3 Builds a positive and innovative culture based on trust, honesty and respect.~~

References:

Education Act: Section 8, 11(1) 52-53, 222, 223, 224
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1.0 POLICY

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The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision and value statement of the Division.

Specific Areas of Responsibility:

1.0 Student Welfare

- 1.1 Ensures each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 1.2 Ensures the accommodation, safety and welfare of students while participating in school programs or while being transported to and from school programs on transportation provided by the Division.
- 1.3 Ensures the learning environment accommodates all Division Students.

2.0 Educational Leadership

- 2.1 Provides leadership in all matters related to education in the Division.
- 2.2 Implements education policies established by the Minister and the Board.
- 2.3 Provides leadership to foster conditions necessary for student learning and success.
- 2.4 Ensures leadership is a shared responsibility of everyone within the organization and builds leadership capacity.

3.0 Fiscal Responsibility

- 3.1 Ensures the fiscal management of the Division by the Associate Superintendent, Corporate Services, is in accordance with the terms and conditions of any funding received by the Board under the Education Act or any other application Act or Regulation.

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- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Directs the development of and monitors the budget for the Division.
- 4.0 Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel related matters, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreement or Board policy.
 - 4.2 Ensures the coordination and integration of human resources within the Division.
- 5.0 Policy/Administrative Procedure
 - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
 - 5.2 Develops and keeps up-to-date Administrative Procedures consistent with Board policy and provincial policies, regulations and procedures.
- 6.0 Superintendent/Board Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honors the Board's role and responsibilities and facilitates the implementation of that role as defined by Board policy.
 - 6.3 Provides the information which the Board requires to perform its role.
- 7.0 Strategic Planning and Reporting
 - 7.1 Ensures the strategic planning process is developed for:
 - 7.1.1 The Education Plan;
 - 7.1.2 Division goals;
 - 7.1.3 Budget;
 - 7.1.4 Facility plans;
 - 7.1.5 Technology plans;
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