

SCHOOL SUPERINTENDENT

JOB TYPE: PART-TIME (0.4 to 0.6) FTE TO BE DETERMINED WITH CANDIDATE

START DATE: AUGUST 1, 2023, OR AS NEGOTIATED WITH CANDIDATE

STEM Collegiate is a new public charter school in Edmonton with the mandate to serve students in grades 7-12. Designed from the ground up as a centre of STEM learning and innovation, we are unlike any other school or program in the city. 2023-2024 is our inaugural year where we will welcome 250 grade 7-9 students on August 28, 2023. STEM Collegiate is adding an additional grade each year, starting with grade 10 in 2024. We need an experienced educator who is interested in this intellectually engaging leadership role to support the school faculty in Edmonton. The Superintendents role includes communication, collaboration, and reporting to the STEM Collegiate Board of Directors.

STEM COLLEGIATE CHARTER GOALS:

- Students will graduate with superior STEM knowledge, skills, and competencies that provide a strong foundation for lifelong learning in a fast-paced global environment.
- Students will have core STEM knowledge and skills needed to become global innovators and problem solvers.
- Students will have the opportunity to connect with post-secondary institutions and industry to provide strong pathways into both from high school.
- Students will be community-minded learners who demonstrate courage, resilience, respect, and caring for others.

STEM Collegiate's mission is to inspire the next generation to be knowledgeable creators, innovators, and responsible leaders. We believe every student can be successful in STEM and should have the opportunity to learn about cutting-edge science and technology topics.

We are hiring a talented, visionary, Superintendent to lead and support this unique, highly specialized public Charter school. If you are an experienced k-12 school leader who is excited to be a part of the future of STEM education in Alberta, we encourage you to apply.

CORE RESPONSIBILITIES:

1. VISIONARY LEADERSHIP

- Promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration.

- Championing within the school community a common understanding of, and support for, STEM Collegiate's goals, priorities, and strategic initiatives.
- Ensuring that the vision expressed in STEM Collegiate's charter goals continues to meet all requirements identified in provincial legislation.

2. SCHOOL AUTHORITY OPERATIONS AND RESOURCES

- Provide direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
- Delegate responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness;
- Pro-actively engage in the ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- Implement programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning.

3. SUPPORTING EFFECTIVE GOVERNANCE

- Establish and sustain a productive working relationship with the board, based on mutual trust, respect and integrity;
- Ensure that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- Ensure that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements;
- Support the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
- Implement board policies and regularly review and evaluate their effectiveness;

4. BUILDING EFFECTIVE RELATIONSHIPS

- Collaborating with community and provincial agencies to address the needs of STEM Collegiate students and their families;
- Establish effective relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry, the Association of Alberta Public Charter Schools and other stakeholder organizations.
- High level of professional accountability and integrity;
- Confidence and tact when resolving high optics challenges and conflicts;
- Ability to understand and effectively communicate with differing viewpoints;

5. LEADING LEARNING

- Ensuring school staff have access to resources, programs, and expertise to meet their professional responsibilities and in addressing the learning needs of all students.

- Building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision, and evaluation practices.
- Work with the Principal and any other STEM Collegiate senior staff to track student achievement and create plans to address any gaps or shortcomings as need be.
- Operationalized understanding of how skillful leaders ensure high educational standards in a specialized secondary school setting.

In addition to having an educational philosophy aligned with the mission, vision, and values, of STEM Collegiate Charter School, applicants must be able to demonstrate that they have the qualifications stipulated in the Alberta Superintendent of Schools Regulation (s.2(1)). This provincial regulation requires all superintendents of schools to hold permanent teacher certification in Alberta and the additional following qualifications:

- a) a Bachelor of Education degree or equivalent from a university in Alberta, or from a university of equivalent standard;
- b) a master's degree from a university in Alberta, or from a university of equivalent standard;
- c) three years' experience in a school system in Alberta, or in a school system of equivalent standard that is acceptable to the board that appoints the superintendent.
- d) a superintendent leadership certificate* issued under the Certification of Teachers and Teacher Leaders Regulation.

HOW TO APPLY:

Qualified individuals may submit their candidacy through [Apply to Education](#) with a cover letter and detailed resume (*C.V. must include 3 recent professional references*) **by 5pm on Friday, May 12, 2023.**

The successful candidate will be asked to provide a clear Criminal Record/Vulnerable Sector Check and proof of all qualifications stipulated in the Alberta Superintendent of School Regulation s.2 (1).

Final part-time FTE and work schedule to be determined with the candidate. We thank all applicants in advance for their interest. Only those selected for an interview will be contacted.