STEM COLLEGIATE EDMONTON

# POLICY 9 ROLE OF THE SUPERINTENDENT

## POLICY STATEMENT

The superintendent is the Chief Executive Officer of STEM Collegiate Canada Charter Board and the Chief Education Officer of STEM Collegiate Canada. The superintendent reports directly to the Board and is accountable to the Board for the conduct and operation of STEM Collegiate Canada. All Board authority delegated to the staff of STEM Collegiate Canada is delegated through the superintendent.

## GUIDELINES

### Specific Areas of Responsibility

1. Leadership Practices

    1.1 Provides educational leadership consistent with the Alberta Education Superintendent Leadership Quality Standard.

    1.2 Ensures that meaningful collaboration arises from relationships built on mutual trust, honesty, and respect.

    1.3 Practices effective leadership in a manner that has the confidence of those with who the superintendent works most directly in carrying out the directives of the Board and the Minister.

    1.4 Develops and maintains positive and effective relationships and partnerships with provincial and regional government departments, agencies, community, and post-secondary institutions.

2. Student Learning

    2.1 Provides leadership in all matters relating to education in STEM Collegiate Canada.

    2.2 Ensures STEM Collegiate Canada students have the opportunity, to meet or exceed the standards of education set by the Minister and as identified in the Charter.

    2.3 Ensures the learning environment contributes to the development of skills and leadership habits necessary for the world of work, post-secondary studies, life-long learning, and citizenship.

    2.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students, through innovation, research, and partnerships.

    2.5 Provides leadership in implementing education policies established by the Minister and the Board.

3. Student Well-Being

3.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

3.2 Ensures that the social, physical, intellectual, cultural, and emotional growth needs of students, consistent with the Charter, are met in the overall school environment.

3.3 Ensures the safety and well-being of students while participating in STEM Collegiate Canada programs or while being transported on transportation provided by contracted bus companies.

3.4 Ensures the facilities adequately accommodate enrolled students.

3.5 Acts as the attendance officer for STEM Collegiate Canada.

4. Human Resources Management

4.1 Overall authority and responsibility for all personnel-related matters, except for those personnel matters precluded by legislation or Board policy.

4.2 Monitors and works to improve the performance of staff and ensures appropriate growth, supervision and evaluation processes are in place.

4.3 Completes a formal evaluation of the principal and secretary-treasurer in the first year and as determined by the Board thereafter.

4.4 In consultation with the principal, facilitates professional development and training sessions for staff.

4.5 Builds leadership capacity within STEM Collegiate Canada.

4.6 Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

4.7 Ensures the coordination and integration of human resources within the school.

5. Superintendent/Board Relations

5.1 Demonstrates respect, integrity, and support, which is conveyed to the staff and community.

5.2 Engages in and maintains positive, professional working relations with the Board.

5.3 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

5.4 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.

5.5 Provides the information and counsel which the Board requires to perform its role.

5.6 Keeps the Board informed on material issues in a timely manner.

6. Fiscal Responsibility

    6.1 Ensures the fiscal management of STEM Collegiate Canada's resources by the secretary-treasurer is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.

    6.2 Ensures STEM Collegiate Canada operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

    6.3 Directs the preparation and the presentation of the budget.

    6.4 Ensures the Board has relevant financial information.

7. Policy/Administrative Procedures

    7.1 Provides leadership in the planning, development, implementation, and evaluation of Board policies.

    7.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.

8. Strategic Planning and Reporting

    8.1 Assists the Board in determining the present and future educational needs of STEM Collegiate Canada through the development of short- and long-range plans.

    8.2 Implements plans as approved.

    8.3 Reports regularly on results achieved.

    8.4 Encourages innovation and research and shares innovative and research-based practices occurring within STEM Collegiate Canada.

    8.5 Oversees the development of the Annual Education Results Report for Board approval.

9. Organizational Management

    9.1 Promotes a school culture which facilitates positive results.

    9.2 Demonstrates effective organization skills resulting in School compliance with all legal, Ministerial and Board mandates and timelines.

    9.3 Reports to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.

    9.4 Effectively handles emergencies and deals with crisis situations.

10. Communications and Community Relations

    10.1 Promotes a school culture that ensures open, transparent, positive internal and external communications are developed and maintained.

10.2 Builds and maintains positive relationships within STEM Collegiate Canada and the community served by the School.

10.3 Ensures proper dispute resolution processes are in place.

Approved: September 18, 2023