

Issue Date	June 17, 2008
Revision Date	January 20, 2022
Review Year	2027

**Background/Purpose:**

The Superintendent is a critical functionary and plays an integral role in the administration and operations of Aurora School. This policy provides guidance and clarity of the Superintendent's role pursuant to the *Education Act*.

**Policy Statement:**

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the school, is responsible for the operations of the school, and is accountable to the Board of Directors.

**Guidelines:**

1. The Superintendent's primary roles are to:
  - a. supervise the operation of Aurora School and the delivery of educational programs
  - b. implement educational policies established by the Minister, and Alberta Education
  - c. ensure that Aurora School students are given the opportunity to meet the standards of education set by the Minister
  - d. ensure that the fiscal management of Aurora School is in accordance with the terms and conditions of any grants received by the Board
  - e. provide leadership in all matters related to education at Aurora School
  - f. gather, provide opportunities, encourage and support research initiatives in the interests of students and in alignment with authority goals and priorities.
  
2. The Superintendent is the Board's primary link to the operation of Aurora School. As such, the Superintendent will have the following primary responsibilities and authority:
  - a. to implement the Board's goals and to ensure that Aurora School's mission and vision are fulfilled according to the charter
  - b. to attend, participate, and provide advice at all meetings of the Board, except when requested not to do so by the Board. The Superintendent shall provide the Board with accurate, timely reports and information on all matters relating to the operations and performance of Aurora School so as to enable the Board to make informed decisions
  - c. to ensure that all programs in Aurora School comply with the standards outlined in the Program of Studies set out by Alberta Education
  - d. to appoint personnel as per Board policy and to report such appointments to the Board
  - e. to ensure that all teachers at Aurora School meet the standards of acceptable teaching within the province of Alberta through the development and implementation of appropriate professional development programs and opportunities, teacher performance appraisal programs and policies, and implementation of remediation when necessary
  - f. to establish and maintain a program of public relations to keep the public well-informed of the activities and needs of Aurora School and to foster a cooperative working relationship between the school and the community
  - g. to ensure that all employment contracts are prepared and administered in keeping with the goals and financial resources of Aurora School

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- h. to ensure that Aurora School’s Three Year Education Plan, Annual Education Results Report, and annual budget are prepared and implemented according to the goals of Alberta Education and the Board
  - i. to develop with the Board mutually agreed upon annual Superintendent priorities, goals, and action plan
  - j. to ensure the lease, maintenance, and operations of Aurora School facilities are in order
3. As part of the Superintendent’s responsibility to provide information to and counsel the Board, the Superintendent shall:
- a. submit timely and accurate data on any school matter to the Board as requested
  - b. advise the Board of any relevant trends, activities, or changes that occur within Aurora School
  - c. advise the Board if, in the Superintendent’s opinion, the Board is not in compliance with its own policies
  - d. inform the Board of any directives or communications from the Deputy Minister to the Superintendent
4. The Superintendent shall ensure that Aurora School’s assets are properly maintained and reasonably protected from risk. To do this, the Superintendent shall:
- a. ensure that the Board and staff are not unreasonably exposed to risk of liability
  - b. ensure that the school’s intellectual property, information, and files are reasonably protected from loss or significant damage
  - c. ensure that the administration of school funds is done under controls that are sufficient to meet the external auditor’s standards to ensure the lease, maintenance, and operations of Aurora School facilities are in order
5. The Superintendent shall build and maintain strong relationships with educational partners, through such activities as:
- a. Participation in the College of Alberta School Superintendents;
  - b. Attendance in The Association of Alberta Public Charter Schools
  - c. Creation, participation, and dissemination of research, as noted above.

**Accountability:**

*Monitored by the Board of Directors in conjunction with the Superintendent's performance review cycle.*