

Aurora Academic Charter School (AACS) – Edmonton, AB

Superintendent Aurora Academic Charter School

Position: Superintendent

Level: System Educational Leadership

Location: Central Office, with regular presence across AACS campuses.

Position Type: Full-time

FTE: 1.0 FTE

Contract: Superintendent employment agreement

Start Date: September 1, 2026

Reports To: Board of Directors

Aurora Academic Charter School is a public charter school committed to student excellence within a structured, academically rigorous, and research-informed learning environment. AACS's mission is to empower learning excellence through sequenced instruction in a student-centred environment, supported by families. Instruction is informed by research and delivered in a whole-group setting with a focus on academic rigour and mastery.

AACS has grown from a single-school organisation into a multi-campus school community. As AACS continues to grow, the school is strengthening its system leadership capacity to support excellent instruction, strong student culture, effective school leadership, consistent operations, responsible governance, and clear communication with students, families, staff, the Board of Directors, Alberta Education and Childcare, and the broader community.

The Superintendent of Schools is the senior certificated leader of Aurora Academic Charter School and is directly accountable to the Board of Directors. The successful candidate will work closely with the Board, the Chief Administrative Officer, principals, assistant principals, central-office staff, teachers, support staff, students, families, government representatives, and external partners to ensure that AACS operates in a manner consistent with Alberta legislation, Aurora's charter, mission, instructional philosophy, policies, and expectations.

The Superintendent is responsible for supervising the delivery of Aurora Academic Charter School's educational programmes. The Superintendent will fulfil the duties assigned to the position under Alberta's *Education Act*, applicable regulations, professional standards, Ministerial requirements, and Board policy.

The successful candidate will provide steady, collaborative, and forward-looking educational leadership while supporting Aurora's continued growth as a structured, academically focused, research-informed public charter school.

Responsibilities

The responsibilities of the position include, but are not limited to, the following:

- Provide system-wide educational leadership consistent with Alberta legislation, Aurora's charter, mission, instructional philosophy, policies, and expectations.
- Supervise the delivery of educational programmes across Aurora Academic Charter School.
- Fulfil the duties assigned to a superintendent under the *Education Act*, applicable regulations, Ministerial orders, professional standards, and Board policy.
- Ensure that students are provided with the opportunity to meet the standards of education established by the Minister.
- Implement educational policies, requirements, and directives established by the Minister and Alberta Education and Childcare.
- Advise and support the Board of Directors in matters relating to education, student achievement, educational assurance, school leadership, and the statutory responsibilities of the Superintendent.
- Provide accurate, timely, and relevant educational advice, reports, and recommendations.
- Implement the educational direction and priorities established by the Board.
- Ensure that Aurora's mission, vision, charter commitments, and instructional philosophy are reflected consistently across its schools and educational programmes.
- Provide leadership, direction, supervision, support, and evaluation to principals and other certificated educational leaders, as assigned.
- Develop the leadership capacity of principals, assistant principals, and other educational leaders.
- Promote excellent teaching and learning through instructional leadership, professional learning, supervision, coaching, collaboration, and continuous improvement.
- Ensure effective implementation of AACCS's curriculum, assessment, reporting, inclusive education, Student Learning Services, and instructional expectations.
- Promote consistency in instructional practices, academic standards, assessment, reporting, student supports, and school culture across AACCS campuses.
- Support the development and maintenance of safe, orderly, respectful, inclusive, and academically focused learning environments.
- Use student learning, achievement, attendance, behaviour, engagement, school-climate, and assurance information to guide educational planning and improvement.
- Ensure that educational responses to student conduct, attendance, inclusive education, student support, wellness, and safety are consistent, documented, legally sound, and aligned with AACCS's expectations.
- Support principals and other educational leaders in responding to complex student, family, staff, and school matters.
- Establish clear educational expectations, decision-making processes, documentation standards, and escalation pathways across AACCS schools.
- Ensure that the Education Plan, Annual Education Results Report, educational assurance processes, and other required educational reports are prepared and implemented in accordance with government and Board requirements.

- Monitor progress toward system educational priorities and provide regular reports to the Board regarding student learning, school performance, educational programming, and improvement efforts.
- Lead educational planning connected to enrolment growth, programme development, school configuration, staffing needs, and the opening or expansion of AACS campuses.
- Work closely with the Chief Administrative Officer to ensure that administrative services, staffing structures, financial resources, facilities, technology, communications, and organisational systems effectively support Aurora's educational priorities.
- Collaborate with the Chief Administrative Officer and other senior leaders to establish coordinated system priorities, implementation plans, reporting structures, and organisational processes.
- Provide the Chief Administrative Officer with timely educational advice regarding the implications of administrative, financial, human-resources, facilities, technology, and organisational decisions.
- Participate as a member of Aurora's senior leadership team and contribute to coherent decision-making across educational and administrative portfolios.
- Support the recruitment, appointment, supervision, development, and retention of effective principals, certificated leaders, teachers, and educational staff.
- Ensure that certificated staff supervision, evaluation, professional growth, and educational leadership practices comply with applicable legislation, professional standards, Board policy, and AACS expectations.
- Support the development, implementation, and review of Board policies and administrative procedures related to education, students, schools, certificated staff, and educational programming.
- Advise the Board and Chief Administrative Officer regarding significant educational, legislative, regulatory, professional, and school-community developments.
- Maintain productive working relationships with Alberta Education and Childcare, the College of Alberta School Superintendents, the Association of Alberta Public Charter Schools, post-secondary institutions, families, community organisations, and other educational partners.
- Encourage and support research initiatives that advance student learning and align with Aurora's charter, goals, and priorities.
- Represent Aurora professionally in educational, government, community, and public settings.
- Promote clear, respectful, and effective communication among the Board, Chief Administrative Officer, school leaders, staff, students, families, and educational partners.
- Maintain confidentiality and professionalism when handling sensitive student, family, staff, governance, and organisational matters.
- Model ethical conduct, educational integrity, sound judgement, procedural fairness, and calm leadership in complex or sensitive circumstances.
- Perform other duties assigned by the Board of Directors that are consistent with the statutory and professional responsibilities of the Superintendent.

General Qualifications

The ideal candidate possesses:

- A valid Alberta teaching certificate.
- Superintendent Leadership Quality Standard certification or other evidence that the candidate meets Alberta's requirements for appointment as a superintendent.
- Eligibility for approval by the Minister of Education and Childcare.
- Successful senior educational leadership experience.
- Successful experience supervising, supporting, and evaluating school-based or system educational leaders.
- Strong knowledge of Alberta's *Education Act*, associated regulations, professional standards, Ministerial requirements, and the broader legislative and policy framework governing public education.
- Strong understanding of curriculum, assessment, reporting, instructional leadership, inclusive education, student services, assurance, and school-authority operations.
- Demonstrated ability to support high-quality teaching, effective school leadership, and continuous educational improvement.
- Demonstrated experience supporting complex student, family, personnel, governance, and organisational matters.
- Strong judgement in sensitive student, family, staff, Board, and school-authority matters.
- Ability to work effectively and accountably with a governing Board.
- Ability to provide clear, independent, well-supported professional advice while implementing the lawful direction of the Board.
- Ability to work collaboratively with the Chief Administrative Officer, principals, assistant principals, teachers, families, external professionals, central-office staff, and other system leaders.
- Excellent written and oral communication skills.
- Strong organisation, prioritisation, strategic-planning, and problem-solving skills.
- Ability to manage multiple complex responsibilities in a growing multi-campus school authority.
- Ability to work independently while contributing to a collaborative senior leadership team.
- Ability to maintain confidentiality and handle sensitive matters with discretion.
- A demonstrated commitment to ethical leadership, procedural fairness, transparency, and responsible stewardship.
- Alignment with Aurora's charter, mission, instructional philosophy, policies, and expectations.
- A master's degree in education, educational leadership, administration, curriculum, or a related field.
- Experience as a superintendent, deputy superintendent, associate superintendent, principal, or senior system educational leader would be considered an asset.
- Experience working with a governing Board would be considered an asset.

- Experience leading educational assurance, strategic planning, policy development, organisational improvement, or government reporting would be considered an asset.
- Experience working in a charter, alternative, or academically focused school environment would be considered an asset.
- Experience leading within a growing multi-campus school authority would be considered an asset.

Supporting Documentation Required

Applicants must provide:

- Cover letter
- Résumé or curriculum vitae
- Copy of valid Alberta teaching certificate
- Evidence of Superintendent Leadership Quality Standard certification or eligibility
- Evidence that the applicant meets the qualifications required for appointment as a superintendent in Alberta
- Names and contact information for three professional references, at least two of whom must be current or recent supervisors
- Current Police Information Check and Vulnerable Sector Check, if selected as the successful candidate
- Any additional documentation required by Aurora Academic Charter School, Alberta Education and Childcare, or the Minister as part of the appointment process

All completed applications received by the deadline will be considered. Only shortlisted candidates will be contacted.

The appointment of the successful candidate is subject to the approval of the Minister of Education and Childcare in accordance with applicable Alberta legislation and regulation.

To apply, please send all documents to:

Wen Liang

Secretary-Treasurer

Aurora Academic Charter School

wliang@auroraschool.ca

Please include **“Superintendent of Schools”** in the subject line.

Posting closes at **4:00 p.m. on August 13, 2026**. The posting may remain open until a suitable candidate is found.