

ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer for the Society. The Superintendent reports directly to the corporate Board, and is accountable to the Board of Directors for the conduct and operation of the school.

The Superintendent is the head of the Charter School Society for the purposes of the Freedom of Information and Protection of Privacy Act.

Specific areas of responsibility are:

1. Student Welfare
 - 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
 - 1.2 Ensures the safety and well being of students while participating in school programs or while being transported to or from school programs on transportation provided by the school.
 - 1.3 Ensures the facilities adequately accommodate MECCS students.
 - 1.4 Acts as, or designates, the attendance officer for the school.
2. Educational Leadership
 - 2.1 Provides leadership in all matters relating to education.
 - 2.2 Ensures students in the school have the opportunity to meet the standards of education set by the Minister.
 - 2.3 Implements education policies established by the Minister and the Board.
3. Fiscal Responsibility
 - 3.1 Ensures the development of the annual budget for consideration by the Board
 - 3.2 Ensures the fiscal management by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.
 - 3.3 Ensures the Society operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
4. Personnel Management
 - 4.1 Has overall authority and responsibility for all personnel-related matters, save and except: the development of mandates for bargaining and those personnel matters precluded by Board policy, or legislation.

Policy 11

- 4.2 Has overall authority and responsibility for monitoring the performance of staff.
- 4.3 Ensures development of leadership capacity within MECCS.
- 5. Policy/Procedures
 - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures.
- 6. Superintendent / Board Relations
 - 6.1 Establishes and maintains positive, professional working relations with the Board.
 - 6.2 Respects and honours the Board's role and responsibilities, and facilitates the implementation of that role as defined in Board policy.
 - 6.3 Provides the information which the Board requires to perform its role.
 - 6.4 Considers political implications relative to the development of administrative procedures and solicits Board input as appropriate.
- 7. Three-Year Education Planning & Reporting
 - 7.1 Has overall authority and responsibility for the Three-Year Education Planning process including the development of school goals, budget, facilities and transportation plans and implements plans as approved.
 - 7.2 Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
 - 7.3 Reports regularly on results achieved.
- 8. Organizational Management
 - 8.1 Demonstrates effective organization skills resulting in compliance with all legal, Ministerial and Board mandates and timelines.
 - 8.2 Reports to the Minister with respect to matters identified in and required by the School Act.
- 9. Communications & Community Relations
 - 9.1 Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
 - 9.2 Keeps the Board informed through the provision of appropriate monitoring reports.
 - 9.3 Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the school.

Policy 11

9.4 Participates actively in school community events in order to enhance and support its mission.

10. Leadership Practices

10.1 Demonstrates leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the Board and the Minister.

10.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

Legal Reference: Section 14, 60, 61, 113, 114, 115 School Act
MECCS Society Bylaws – Approved December 1, 2008; Revised as requested by Service Alberta, February 12, 2009

Adopted: June, 2011
Reviewed: March 2015
Amended:
Due for Review: March 2020