

The Superintendent Leadership Quality Standard

Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

Competencies



School Authority Operations and Resources

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

Achievement of this competency is demonstrated by indicators such as:

- (a) providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
- (b) ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan;
- (c) delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness;
- (d) providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- (e) establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts;
- (f) respecting cultural diversity and appreciating differing perspectives expressed in the school community;
- (g) recognizing student and staff accomplishments; and
- (h) implementing programs and procedures for the effective management of human resources in support of mentorship, capacity-building and succession planning.

LEGAL AND KEY REFERENCES

School Act, RSA 2000, Chapter S-3

Section 113(5) Superintendent of Schools – The superintendent shall supervise the operation of schools and the provision of education programs in the district or division.

School Act – Section 116 – Appointment of Secretary and/or Treasurer

Section 148 (b) Contents of Financial Statements

<http://canlii.ca/t/5303d>

School Fees and Costs Regulation, Alberta Regulation (#101/2017)

Section 5 Board Policies on Fees and Costs

<http://canlii.ca/t/52z1s>

✓	Phase I	Phase II	Phase III
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Fiscal Planning and Transparency Act, SA 2015, Chapter F-14.7

Section 10 Accountable Organizations

<http://canlii.ca/t/52rj1>

Legal References provided by Teresa Haykowsky, Partner McLennan Ross LLP

RESEARCH

Review of the Role and Responsibilities of the Secretary-Treasurer

Prepared for BC Association of School Business Officials, December 2016, prepared by Lyle Boyce, Retired Executive Director. This review provides the background information on roles and responsibilities of the Secretary-Treasurer in the public education sector in BC and compares to the other western provinces and jurisdictions.

<http://bcasbo.ca/wp-content/uploads/2017/01/ST-Role-and-Responsibilities-Report-Final.pdf>

PRACTICE IN ALBERTA



Association of School Business Officials in Alberta (ASBOA) is a self-regulated, professional association dedicated to providing leadership in school business management. ASBOA is the only registration body in Alberta for the Certified School Business Official (CSBO) designation. The CSBO

demonstrates expertise and experience in the corporate, financial and business services in the K-12 education sector in Alberta. Practice Standards: <http://www.asboa.ab.ca/page/DOP> e.g. Budget Systems and Processes Best Practices • Effective School Fee Practices

A Guide to Reading Alberta School Jurisdiction Financial Statements

The Guide was developed to provide users of School Jurisdiction financial statements with the resources to assist in interpreting financial statements in addition to resources on the importance of regular reporting. Included in the Guide is information on the elements of financial statements, quarterly reporting and necessary elements of regular reporting.

<http://bit.ly/2w4WDMh>

Various resources are available on the ASBOA website: www.asboa.ab.ca

Please share your school authorities stories specific to how you address this competency: admin@cass.ab.ca. Over time we will post on the CASS website.

RESOURCES

The Guide to Education

Provides key information and requirements for the operation and delivery of ECS-12 programs and services.

<https://education.alberta.ca/guide-to-education/>

Alberta Education Funding Manual

<https://education.alberta.ca/funding-framework-for-k-12/?searchMode=3>

Chartered Professionals in Human Resources (CPHR)

CPHR Alberta is the exclusive registration body in Alberta for the Chartered Professionals in Human Resources (CPHR) designation, which is the professional standard in Canada. The CPHR demonstrates HR expertise, experience and ethical management of today's human capital. A number of resources are available on their website.

<https://www.cphrab.ca/about-cphr-alberta>
