



## Superintendent Position

**Calgary Girls Charter School (CGCS) is seeking a Superintendent** – a leader able to successfully navigate the challenges and opportunities associated with a small-scale organization while also optimizing resources for sustainability and growth. The successful candidate will have insight into the unique learning needs of girls in relation to non-traditional disciplines and will seek to empower our learning community through a focus on organizational efficiency and thoughtful leadership. **The position will commence on January 8, 2023, and ranges from a 0.6 to 1.0 FTE to be negotiated.**

CGCS, one of Alberta's unique public charter schools, serves approximately 500 students in grades four to nine on two campuses in SW Calgary. Our charter goals include high academic achievement, personal empowerment, and success for all students. Through the pedagogical lens of inquiry and our locally developed Go Girls curriculum, the school supports learning to nurture confident, competent, caring young women who have a strong sense of self, appreciation for others, and respect for community. As a school of choice, CGCS emphasizes a collaborative teaching and learning environment where parents are partners in our learning community.

### **Mandate:**

The Superintendent serves as the Chief Executive Officer of the Board and the Chief Education Officer of the organization as defined in the Education Act. They are responsible for leading learning achievement and the well-being of all students and oversee the management of every aspect of school operations to ensure resources are available for achieving the desired outcomes for student success. The Superintendent supports the Board in providing excellence in governance and is accountable to the Board.

### **Responsibilities:**

In addition to the responsibilities of the Superintendent outlined in The Education Act, Board Policy and inherent in the Superintendent Leadership Quality Standards, the responsibilities of the position include (but are not exclusive to) the following:

- Facilitate a positive and collaborative culture within and outside the school community to include local and global partnerships further enhancing learning opportunities for students and staff as well advancing the reputation of the school across Calgary.
- Ensure a safe, caring, and welcoming learning environment for students, staff, and families, that encourages diversity, inclusion, and belonging at all levels.
- Foster opportunities to advance community awareness and pride in student belonging through earned media, school events, and collaboration with other organizations to help secure stable enrolment year over year.
- Develop a structure for professional learning to elevate staff to pursue passion areas and build capacity to optimize student outcomes, including leadership capacity.
- Establish a protocol for accessing and regularly sharing research specific to single gender programming with stakeholders and synthesize impact to CGCS, including evolving challenges and opportunities.
- Manage the business operations of the organization, including the effective and creative use of resources to ensure fiscal responsibility.
- Mediate and adjudicate on matters pertaining to students, staff, and families as required.
- Engage the school community to develop and implement the Three-Year Education Plan in accordance with the strategic directions of the Board.
- Support school leaders to prioritize and lead change management initiatives for continuous improvement of student outcomes across domains.
- Ensure alignment of the Charter with the ongoing work of the Board, policy revisions, and legislative changes impacting the operation of the school and students.



- Actively engage and interpret Board and related committee approved actions and recommendations to ensure they are reflected in the administrative and operational activities of the organization.
- Develop a sustainability plan in collaboration with the Board relative to a small organization, including school population fluctuations, rising costs, and budgetary limitations.
- Continue to nurture ongoing respectful partnerships with local Elders who enhance the school community through foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.
- Enlist parent and community support for public charter schools to offer choice for parents and students within the broader public education system.

#### **Qualifications:**

In addition to meeting the qualifications set out by the Minister of Education in Alberta's Education Act and the Alberta Superintendent Leadership Quality Standard, the ideal candidate possesses:

- A minimum of a relevant Master's degree in education and eligibility for Alberta Superintendent Certification
- A minimum of two years of experience in a senior, system level leadership role
- Ability to develop metrics and utilize data to monitor progress towards goal attainment
- Ability to lead continuous improvement and successfully manage organizational change
- Ability to see and think "big picture", to set direction and to align organizational decision-making in support of the vision, mission and direction set by the Board
- Ability to lead learning and make complex learning concepts and theories accessible to others
- Excellent written and oral communication skills that support collaboration and consensus-building
- Skill in conflict resolution and able to frame issues for positive outcomes
- Ability to mentor and support school leaders
- Outstanding relationship skills that engage, excite, challenge, and encourage while keeping a clear focus on the vision and mission
- Ability to establish and maintain positive working relationship with stakeholders
- Ability to facilitate professional learning that is focused on student learning, achievement, and well being

#### **Applications:**

Applicants who hold a valid Alberta Teaching Certificate (or equivalent Canadian certification) and meet the defined requirements are invited to submit the following:

- Cover Letter
- Resume
- A statement of interest and support for girls-centred learning (maximum 2 pages)
- A statement of educational leadership philosophy (maximum 1 page)
- Names of three references, two of which must be current or recent supervisors (candidates will be informed prior to contacting references)

The successful candidate will be required to provide current Police Record and Vulnerable Sector checks, valid Alberta Teaching Certificate (or equivalent Canadian certification), and a Teacher Qualifications Service Statement for salary purposes.

**Applications should be emailed to the Board Chair, Christine Jackson, at [board.chair@mycgcs.ca](mailto:board.chair@mycgcs.ca) with "Superintendent Application" in the subject line. Applications are requested by September 15, 2023.** While we appreciate all applications received, only applicants selected for an interview will be contacted.