Superintendent Position

Calgary Girls Charter School (CGCS) is currently seeking qualified applicants for the position of Superintendent. This position is due to the retirement of the incumbent, with an ideal start date of June 15, 2022, and ranges from a 0.6 to 1.0 FTE to be finalized upon hire.

CGCS, one of Alberta’s unique public charter schools, serves approximately 525 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 oversees 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 of Directors.

Responsibilities:
The responsibilities of the position include (but are not exclusive to) the following:

- Provide leadership and support in developing and implementing the Three-Year Education Plan in accordance with the strategic directions of the Board of Directors.
- Clarify expectations for organizational decision-making at all levels to align with the strategic direction captured in the vision and mission.
- Collaborate with the school leaders for continuous improvement and change management initiatives that improve success for each student.
- Develop leadership capacity and promote the competencies defined by the Superintendent Leadership Quality Standard.
- Effectively manage the business operations of the organization.
- Build staff capacity through professional learning to create conditions for every staff member to improve learning and student well-being.
- Mediate and adjudicate on matters pertaining to students, staff and parents as required.
- Collaborate with staff, families, and students to ensure a safe, caring, respectful and welcoming environment for all students and staff.
- Enlist parent and community support for public charter schools to offer choice for parents and students within the broader public education system.
- Report to the Minister as required and outlined in the Education Act.

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
- Demonstrated 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 – engages, excites, challenges, and encourages 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 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 with “Superintendent Application” in the subject line. Applications must be received by April 8, 2021, at 4pm Mountain Time. While we appreciate all applications received, only people selected for an interview will be contacted.