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Calgary Board
of Education

Opportunity Profile

Chief Superintendent



About Calgary Board of Education

<https://www.cbe.ab.ca>

Our District

We are one school system educating more than 130,000 students in over 250 schools. More than 15,000 employees work together to provide learning as unique as every student. Our work is guided by the Education Plan which connects each CBE employee to student success. We must create an environment where each student can become an engaged learner, prepared for success in life, work and future learning. **We're all committed to success for every student.**

Our Mission

Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Our Values

- Students come first.
- Learning is our central purpose.
- Public education serves the common good.

Our Community

Public education is a shared responsibility. With our students, families, employees, partners and communities, we work together every day to build positive learning and working environments because when our students succeed, our communities benefit. Together, we all make a difference.

We are fortunate to have relationships with many organizations and businesses in Calgary and Alberta. These relationships are varied in the ways that they help to support education and student success.

Our Leadership

The CBE is guided by an elected board of seven trustees. Trustees are elected every four years during the municipal election along with Calgary's mayor and councillors. The priorities of our publicly elected Board of Trustees are set through their Results and Operational Expectations policies which inform the Education Plan. The Board of Trustees delegates day-to-day operations to the Chief Superintendent who leads a team of superintendents and is responsible for meeting the expectations of the Board of Trustees.



Our Schools and Area Offices

To manage the needs of our large school system and efficiently support our schools, we have divided our school district into seven areas in Calgary. These areas are led by 14 Education Directors who provide leadership support to principals in schools. Each school is led by a principal who is responsible for meeting the learning needs of each student. There are an additional 3 Education Directors who hold responsibilities for central portfolios.

Our Service Units

Service units provide support to schools by:

- helping teachers develop the best teaching methods and tools for student learning
- hiring and developing the skills of our employees
- looking after our schools and buildings
- maintaining and improving learning technology
- managing our finances
- providing other services such as legal and communications support

Facts & Figures

The CBE currently operates 251 schools across Calgary. For the 2022-23 School year CBE enrolment was 131,215 students, including Home Education, Outreach, Unique Settings, Chinook Learning and CBe-learn (our online learning program). This represents an increase of 5,886 students compared to 2021-22.

Number of Students 2022-23 School Year	
Grade	Enrolment
Pre-K	71
Kindergarten	9,051
Grades 1-3	29,757
Grades 4-6	28,855
Grades 7-9	28,860
Grades 10-12	32,152
Subtotal	128,746
Self Contained Special Ed.*	2,469
Total	131,215



The Opportunity

The Board of Trustees of the Calgary Board of Education (Board) is seeking a Chief Superintendent who has demonstrated a commendable record of leadership as a senior executive in a diverse, urban, public education system; who will further the Calgary Board of Education's reputation as a world-class education system and who meets the Alberta Superintendent Leadership Quality Standard requirements. The Board directs the Calgary Board of Education (CBE) through policy with a focus on the results expected to be achieved by students.

The Chief Superintendent:

Champions Public Education

Demonstrates a deep commitment to public education as a common trust to be preserved, protected and vigorously championed; effectively advocates for public education at the division, municipal, provincial and national levels, within professional circles and in the public media.

Serves the Elected Board of Trustees

Supports the democratically elected Board of Trustees in their role as governors. Works effectively with the Board as the division's representative "owners" of public education to achieve Board's approved Results within a policy governance environment that holds administration accountable for compliance with Operational Expectations and achievement of Results.

Leads with Purpose

Seeks to execute, sustain and refine the CBE's education plan and existing organizational structures to achieve concrete, measurable goals in support of student success and focused on the Board's priorities.

Focus on Student Achievement

Creates conditions which effectively improve learning outcomes for all students, with a focus on equity, diversity and inclusion. Facilitates high school completion and prepares students for adult life, work, and further learning; provides equitable learning opportunities utilizing varied learning strategies, in safe learning environments; sets targets for student achievement, growth and high school completion using a variety of assessment data; focuses administrative and staff work in support of classroom learning; develops and resources teachers for effective instruction.



Builds Leadership Capacity

Creates conditions and is personally involved in building and maintaining a strong leadership team; development of leadership capacity within all levels and areas of the division; enhances a culture of accountability among all leaders, establishes a clearly articulated succession plan designed to support student learning, enhances professional development and takes maximum advantage of employee skill sets; effectively delegates and holds accountable for results. Builds and maintains a strong senior leadership team with professional expertise in key areas.

Manages Employees for Success

Leads and manages by creating working conditions which attract and retain employees; supports employee placement that maximizes student learning outcomes; empowers teachers, executives, administrators and staff to achieve organizational and professional goals. Fosters trust and collegiality at all levels; effectively manages professional associations and unions; values the advice and contribution of all professionals; actively engages employee groups in relevant decision-making processes.

Works Respectfully with Parents/Guardians and Diverse Communities

Builds positive and productive relationships with members of the school and the local community to address the needs of students and their families to establish a welcoming, caring and respectful and safe learning environment.

Provides Intellectual Leadership

Is knowledgeable in educational philosophy and trends, leadership theory and practice, societal currents and global trends affecting public education; doctorate preferred in a field relevant to education or demonstrates the equivalent combination of training and experience.

Communicates Effectively

Demonstrates a commitment to clear and transparent communication; communicates the division's mission, inspiring employee dedication and stakeholder engagement; ensures parents/guardians have sufficient and easily understood information to make effective decisions regarding their child's education.

Influences through Community Involvement

Demonstrates personal/interpersonal communication and political skills necessary to advance the cause of public education by engaging business, non-profit, community and government leaders at municipal, provincial, national and international levels.



Key Roles and Responsibilities

Student Welfare

- Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Ensures that Division facilities adequately accommodate students.
- Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.

Educational Leadership

- Provides leadership in all matters relating to education at the CBE.
- Ensures students in the CBE can meet standards of education set by the Ministry of Education.
- Implements education policies established by the Board and the Ministry of Education.
- Informs the Board of schools which meet the requirement for review under The Education Act or Board policy.

Fiscal Responsibility

- Ensures the fiscal management of the CBE is in accordance with the terms or conditions of any funding received by the Board.
- Ensures the CBE operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.
- Helps develop and create new revenue streams and partnerships.

Personnel Management

- Has overall authority and responsibility for all personnel-related issues except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- Ensures sound personnel management practices are in place to recruit, retain, advance and manage personnel in accordance with legislation or Board policy.
- Monitors and improves the performance of all staff.



Policy/Administrative Procedures

- Provides leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures.
- Implements Board policy with integrity.
- Provides leadership to ensure Administrative Procedures align with Board policy and are reviewed and/or renewed on a scheduled basis.
- Provides leadership with evaluation of Board policies on a scheduled basis.

Trustee/Board Relations

- Establishes and maintains positive professional working relations with the Board.
- Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
- Provides the information which the Board requires to perform its role.

Provincial Educational Plan

- Leads the Provincial Education Planning process including the support of CBE goals, budget and facilities.
- Implements plans as approved.
- Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval).
- Reports regularly on results achieved.

Organizational Management

- Demonstrates effective organization skills resulting in CBE compliance with all legal, Ministry of Education and Board mandates and timelines.
- Reports to the Minister with respect to matters identified in and required by The Education Act.

Communications and Community Relations

- Takes appropriate actions to ensure positive internal and external communications are developed and maintained.
- Acts as, or designates, the Head of the organization for the purposes of the Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act.



Leadership

- Leads in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

Character Traits

- A belief in the value and worth of all persons and demonstrates compassion for all.
- Highest standards of personal integrity and ethical decision-making.
- Self-improvement, creativity and risk-taking.
- A global education perspective.
- Understanding and use of contemporary technology.
- Respect for the role of professional organizations and unions as partners in public education.
- Personal and public accountability and transparency.
- The importance of research and evidence-based decision-making.
- Ability to manage ambiguity and complexity.
- A track record of successful and strong relationships with government.
- Understands how systems change is successfully initiated and implemented.
- Commitment to the Truth and Reconciliation Calls to Action related to K-12

Location: Calgary

Land acknowledgement

We would like to acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani, and the Kainai. We also acknowledge the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation (Region 3), and all people who make their homes in the Treaty 7 region of Southern Alberta.

By the numbers: We are the third largest municipality in Canada, serving 1.3 million people.

Calgary has:

- the highest personal income per capita of Canada's major cities
- the highest head office concentration in Canada
- the second lowest cost of living in the country
- the highest GDP per capita of major Canadian cities

**Calgarians are:**

- young – with an average age of 37
- diverse – the city is home to 41% visible minorities
- active – with over 1000 km of pathways
- growing – we have thousands of new people arriving annually from across Canada and the world

A great place to make a living, a great place to make a life

Calgary is one of the most liveable cities on the planet, recently ranking seventh most liveable by the [Economist Intelligence Unit](#). We have an excellent quality of life, a vibrant arts and culture scene, low taxes and access to the best Mother Nature has to offer with the majestic Rocky Mountains only an hour's drive away. Doing business in Calgary is friendly and our entrepreneurial spirit runs deep. With affordable downtown office space, Calgary aims to cut red tape, enable innovation and nurture our growing startup and small business economy, equipped with an educated and high-tech workforce. The City of Calgary is part of that success story; we're thousands of Calgarians serving the city we live in, the city we love. Our City motto is "onward"; we're building Calgary's future by making smart decisions today.

Express Your Enthusiasm

Email a cover letter and tailored resume to calgary@leadersinternational.com to the attention of **Morgan Campbell or Shalini Bhatt** indicating the job title in the subject line of the email.

Leaders International Executive Search

www.leadersinternational.com