

Superintendent of Schools Application for Approval of Contract of Employment or Renewal of Contract of Employment

Confidential

Education Act, sections 222 and 223
Superintendent of Schools Regulation A.R. 98/2019

This form is intended to be used to request the Minister's approval of a superintendent's contract of employment or the renewal of a contract of employment of a superintendent in accordance with the *Education Act* (section 223.1). Information in these forms is collected to enable the Minister to issue approval pursuant to section 223.1 of the *Education Act*.

Completed forms can be submitted to Teaching and Leadership Excellence Sector, System Excellence Division, Alberta Education and Childcare, by email at ECC.SuperintendentAppointments@gov.ab.ca.

School Authority Name

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Superintendent of Schools Information*

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Last Name

First Name

Alberta Teaching Certificate Number

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Primary Email Address

Primary Phone

Secondary Phone

* Please notify the Office of the Executive Director, Teaching and Leadership Excellence Sector, if this information changes at any time at ECC.SuperintendentAppointments@gov.ab.ca.

Type of Appointment

- ☐ Appointment of superintendent (cannot exceed five years)
- ☐ Reappointment of superintendent (cannot exceed five years)

Term of Superintendent Appointment

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From (yyyy-mm-dd)

To (yyyy-mm-dd)

Section 1: Qualifications

The Superintendent of Schools Regulation (section 2(1)) requires superintendents and acting superintendents of schools to hold the following qualifications:

- a Bachelor of Education degree or equivalent from a university in Alberta, or from a university of equivalent standard;
- a master's degree from a university in Alberta, or from a university of equivalent standard;
- three years' experience in a school system in Alberta, or in a school system of equivalent standard that is acceptable to the board that appoints the superintendent; and
- a superintendent leadership certificate issued under the Certification of Teachers and Teacher Leaders Regulation.

Has the board confirmed that the candidate has a superintendent leadership certificate?

- ☐ Yes
☐ No

If the candidate does not have a superintendent leadership certificate, please contact the Office of the Registrar at ECC.SuperintendentAppointments@gov.ab.ca prior to submitting this application.

Section 2: Employment-related Information

Has the superintendent candidate provided the board with a criminal record/vulnerable sector check?

- ☐ Yes
☐ No

If no, please provide a rationale:

Are you aware of any allegations, complaints, investigations, or findings of guilt related to unprofessional conduct or professional incompetence of the superintendent candidate?

- ☐ Yes
☐ No

If yes, please provide details:

Section 3: Contract of Employment or Renewal of Contract of Employment

A copy of the contract of employment or renewal of the contract of employment must be provided as an attachment to this application.

Do the provisions in the contract of employment or renewal of the contract of employment meet the compensation framework as set out in the Superintendent of Schools Regulation?

- Base Salary (Schedule 1: Base Salary Schedule)
☐ Yes
☐ No
- Severance, Termination and Continuous Service (Section 10: Severance and Termination)
☐ Yes
☐ No
- Benefits (Schedule 2: Benefits)
☐ Yes
☐ No

A board must not offer, pay or provide compensation that is greater than the amount authorized under, or that is otherwise inconsistent with, the compensation framework (Superintendent of Schools Regulation, section 6(2)) unless authorized by order of the Minister (Superintendent of Schools Regulation, section 11).

Please provide additional information if you selected “No” to any of the above:

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Note: If the contract of employment is terminated by either party before the date of termination specified on the contract, the Minister must be notified in writing of the termination.

Section 4: Board Chair Contact Information

Phone	Email Address

I confirm that, on behalf of _____,
(name of school authority)

the board is satisfied that the candidate for Superintendent of Schools meets the required qualifications and that the contract of employment or renewal of the contract of employment is consistent with the requirements of the *Education Act* and the Superintendent of Schools Regulation.

Date (yyyy-mm-dd)	Name of Board Chair	Board Chair Signature

Additional Information

The Minister may request additional information in relation to the contract of employment or the renewal of a contract of employment for the purposes of analyzing its adherence to the *Education Act* and the Superintendent of Schools Regulation.

In addition to the information collected in this form, a board must provide to the Minister any information relating to the administration of the Superintendent of Schools Regulation should the Minister request such information in writing (Superintendent of Schools Regulation, section 12).

Collection of Personal Information Notice

The personal information collected through this form is collected for the purpose of reviewing and analyzing superintendent employment contracts, renewals of employment contracts, and related information to assess adherence to applicable legislative and regulatory requirements. This collection is authorized by section 4(c) of the *Protection of Privacy Act* and section 223.1 of the *Education Act*.

For questions about the collection of personal information, contact the Executive Director, Teaching and Leadership Excellence Sector, System Excellence Division, Alberta Education and Childcare, 2nd Floor, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, Alberta T5J 5E6, by telephone at 780-427-2045 (dial 310-0000 first for a toll-free call in Alberta) or by email at ECC.SuperintendentAppointments@gov.ab.ca.