

Notice of Acting Appointment for Superintendent of Schools

Confidential

Superintendent of Schools Regulation A.R. 98/2019

This form is used to notify the Minister when a board appoints an acting superintendent of schools. It requires the Board Chair to confirm that the appointment is in accordance with the requirements under the *Education Act* and that the terms and conditions of the superintendent's employment are in accordance with the qualifications and compensation framework in the Superintendent of Schools Regulation. Information is collected in accordance with the Superintendent of Schools Regulation (section 2.2), which requires the board to notify the Minister within 14 days of appointing an acting superintendent.

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

School Authority Name

Acting Superintendent of Schools Information*

Last Name	First Name(s)	Alberta Teaching Certificate Number

Primary Email Address	Primary Phone	Secondary Phone

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

Term of appointment (cannot exceed one year), Superintendent of Schools Regulation (section 2(3))

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) a Bachelor of Education degree or equivalent from a university in Alberta, or from a university of equivalent standard;
- b) a master's degree from a university in Alberta, or from a university of equivalent standard;
- c) 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
- d) a superintendent leadership certificate issued under the Certification of Teachers and Teacher Leaders Regulation.

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

- ☐ Yes
- ☐ No

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

Section 2: Employment-related Information

Has the acting superintendent 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 acting superintendent?

- ☐ Yes
☐ No

If yes, please provide details:

Section 3: Contract of Employment

Do the provisions in 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:

--

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 acting 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 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 acting superintendent appointments 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 2.2 of the Superintendent of Schools Regulation.

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, or by phone at 780-427-2045 (dial 310-0000 first for a toll-free call in Alberta) or by email at ECC.SuperintendentAppointments@gov.ab.ca.