

**Authority:** FOOTPRINTS FOR LEARNING SOCIETY  
**School:** FOOTPRINTS FOR LEARNING CHARTER ACADEMY

Last Updated: July 17, 2024

**HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL**

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## **FLCA ROLES AND RESPONSIBILITIES POLICY**

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In addition to those duties outlined in FLCA's digital Policy Handbook posted on the FLCA website and all other FLCA Policies, the positions outlined below include, but are not limited to the following roles and responsibilities:

### **1.1 Position: Principal or Co Principal (Certified Teacher and Leader with AB TQS AND LQS)**

#### **GENERAL**

A PRINCIPAL shall:

1. At all times, act in full accordance with the Education Act, as well as other applicable provincial statutes.
2. Demonstrate full alignment with the current provincial Leadership Quality Standard.
3. Hold a leadership certificate as prescribed by the Education Act and Alberta Certification of Teachers and Teacher Leaders Regulation.
4. At all times, act in a manner that maintains the Vision, Mission and Values of FLCA, in accordance with all policies, administrative regulations, the Education Plan, and within the provisions of employee collective agreements.

IN THIS, A PRINCIPAL shall:

1. Ensure the creation or updating, monitoring, and evaluation of their school's development plan in alignment with FLCA's Education Plan.
2. Ensure the conditions within which quality teaching and optimum learning can occur and be sustained.
3. Promote positive attitudes in students and staff toward self, others, school, education, and the school community.
4. Maintain order and behaviour in the school, on the school grounds, and during activities sponsored by FLCA.
5. Deploy school-based staff to make effective use of their particular knowledge and abilities in providing programs and services for students, in alignment with Scheduling and Leadership.
6. Reasonably seek the input of staff, as appropriate, into decisions at the school.
7. Be responsible for safety and welfare of students and staff while participating in school activities.
8. Implement professional growth, supervision and evaluation processes to ensure that all teachers meet the Teaching Quality Standard.
9. Collaboratively develop and monitor the professional development for all school staff.
10. Delegate appropriate responsibilities and tasks to staff members in accordance with FLCA policy, regulations, and relative collective agreements.
11. Provide input into community use of the school in accordance with FLCA procedure.
12. Collaboratively develop the school budget in alignment with FLCA vision, goals, priorities, Administrative Regulations, and Operational Expectations.
13. Pursuant to the Education Act, establish a School Council and advise the School Council on its operation under Board direction.
14. Communicate, as required, administrative regulations, procedures and policies to the appropriate interest holders including staff, students, parents and community.
15. Advise the Board and/or Alberta Education of the existence of conditions which adversely affect the operation of the school or the instructional program.
16. Complete and submit required reports or forms.
17. Attend meetings as required.
18. Utilize personal computer for administrative purposes.

All the duties below are the responsibility of the Principal but in the event that there are two Co Principals, the duties may be divided into Grade K-5 and 6-12 respectively, as indicated and as necessary. In addition, those duties outlined under the Certified Teacher position will be assumed, for any classes taught as an Administrator:

Daily Duties:

- Circulation and observation of classroom teaching, practices and student learning (document).
- Ensure that teachers are strictly adhering to the respective FLCA Program and Assessment Policies.
- Focus on new teachers or teachers of concern. Focus on new students and students of concern.
- Greet students each morning and say farewell after school.
- Ensure morning announcements are executed.
- Answer phone calls and emails.
- Meet with parents and students as needed.
- Review and sign any incident reports.
- Ensure school is clean and operational
- Develop behavior tracking documents and meet with teacher(s) for plans for closure and evidence of growth (i.e. Students of Concern Meetings).

Weekly Duties:

- Share via email Staff Week (Kindergarten through Grade 12) at a Glance and post in the staff room at the beginning of the week.
- Conduct and plan Staff Meetings (two per month on FRIDAY) for Kindergarten through Grade 12. Divide and/or combine meetings as necessary for Professional Learning and school-wide items (e.g. Market Fair, Parent Teacher Interviews, Report Cards, etc.)
- Plan PLC's for FRIDAY. Combine or differentiate into groups according to topic and needs (e.g. FNMI)

Monthly Duties:

- Review Alma accounts by teachers.
- Write and share Principal Report before monthly Board Meeting.
- Reach out to student/teacher/parent for Students of Concern.
- Attend Board Meetings.
- Continue General FLCA Newsletters and Elementary Classroom Newsletters and send to applicable families at the start of each month.
- Review Classroom Newsletters.
- Facilitate the organization of Skills and Values Assemblies (Separate Assembly for Gr 1-5 and Gr 6-12)

Ongoing:

*Families*

- Track and sign Incident Reports and maintain email threads for all student/parent/teacher matters of concern;
- If any student withdraws from the school, ensure it is communicated to the Office Administration so that they can make sure a request from the new school/home school program is sent first before officially withdrawing them (school will request C.U.M file). Follow up on ExtraNet – PASI

to ensure they are in fact enrolled at a new school. If no request comes in after 1 month, send a referral to the Attendance Board on ExtraNet – Attendance Board – Referrals.

- Be positive, friendly and approachable in all communications.
- Ensure Parents and Students are adhering to the Parent Handbook.
- Ensure student's academic and attendance records are up to date and familiarize yourself with important information.
- Ensure consistent and accurate assessment of each of your students with both formative and summative elements.
- Ensure IPP's and Behavioral Plans are created and implemented with applicable students effectively and that communication with the teachers, parents, other applicable faculty members and the student is clear and consistent.
- Facilitate and ensure that students are admitted to the school in accordance with Board Policy.

#### *Staff*

- Ensure that the Teachers and Educational Assistants are designing, outlining, detailing, and carrying out daily, monthly and yearly teaching plans in exact accordance with Footprints for Learning Charter Academy's *Required Program and Program Resources & Assessment Policies where the Goals of the Charter School are being met*.
- Ensure faculty members and volunteers are strictly adhering to all policies contained in the Employee Handbook.
- Plan and lead Staff Meetings.
- Ensure strict adherence to FLCA's *Parent Communication Policy*.
- Ensure faculty members are strictly adhering to FLCA's *After School Cleaning Policy*. In this, the teacher is to ensure their classroom is kept organized, clean, and free of clutter.
- Facilitate the staff's needs and ensure that they are performing their required duties.
- Provide feedback to staff when you see it. Don't wait. This also goes for any recommendations or concerns you may have. Encourage and facilitate leadership growth. Celebrate staff with recognition (e.g. treats and cards).
- Ensure the staff room is stocked with coffee, hot chocolate, condiments, etc. (as a designated role).
- Train/mentor and develop Staff as an ongoing program to ensure they develop as professionals and are meeting the Board expectations.

#### *Board and Superintendent*

- Use the Superintendent as an advisor for all key decisions and oversight on formal documentation for Alberta Education.
- Foster ongoing communication with the Superintendent with weekly meetings.
- Communicate ensuring that any staff, student or parent concerns are brought to their attention with all other formal reporting items.
- Attend a monthly meeting with the Superintendent and Board. At this meeting a formal report must be prepared for the Board to include but not be limited to the current status of all grade levels, programs, and actions from the Education Plan, from previous Board Meetings, and in regards to Alberta Education mandates.
- Support Board and Superintendent in all SLQS outcomes.

#### *Other*

- Provide leadership among the FLCA community.

- Ensure the school and office area is kept organized, clean and free of clutter.
- Provide your own computer for your use in your teaching and administration.
- Ensure that supplies are provided for the classroom as required and as per budget restrictions.
- Ensure monthly field trips or special events for each teacher's HOME ROOM class are organized and implemented. (All field trip plans are submitted to the Principal for Approval by September 15<sup>th</sup> of each school year. The proposals should include each field trip (monthly), the cost breakdown (including travel), the approx. date and how the field trip is related to the applicable grade's curriculum. The Principal is to work with teachers until the document is ready for a final approval and then follow up with the teacher to ensure effective implementation.)
- The *Elementary* Principal will work with the Supervision Coordinator to ensure that the drop off, pick up and lunch/recess supervision schedules are followed and subs are arranged as needed.
- The Principal will oversee Yearbook completion and distribution with Administrative and EA assistance.
- The Principal with Office Administration will ensure gym strip is available through School Clothing Lead.
- The *Secondary* Principal will ensure that the Athletics Coordinator is carrying out his/her duties, teams and leagues are organized, that there is adequate gym equipment etc.

### **Calendar of Duties:**

#### *End June/July:*

- Finish FLCA Enrolment with class configurations and classrooms as divided according to Elementary, Middle School and High School;
- Update Website;
- Review and revise as needed Programming Overview;
- Review and revise as needed Summative Assessment Overview;
- Tour Classrooms - Ensure Furnishings and Maintenance needs are recorded with follow through.
- Finish Ordering Resources as needed and Technology upgrades as required (e.g. PAT and Diploma Requirements);
- Begin Organizing Monitoring Files for possible AUDIT by Alberta Education;
- Update all IPP's and have Parents/Teachers/Admin sign-off and upload onto ALMA;
- Complete all final Report Cards - review summative scores, comments, progression into next grade, and credits awarded. Ensure the office admin has digitized them all and uploaded as needed with records on PASI;
- Archive emails and template/calendar key emails;
- Prepare for Fire and Health Inspections;
- Organize Summer School as necessary;
- Collaborate on the necessary Research for the Assurance Plan and for the Charter Requirements in working with a post-secondary institution.

#### *August:*

- Complete and Process all documentation for Summer School Students.
- Contact Alberta Education Liaison Person for Welcome/Introductions/Visitation;
- Locate/Order Math Workbooks and texts for each class as needed (aligned to new curriculum);
- Locate/Order Literacy Resources for each class as needed (aligned to new curriculum);
- Ensure Science and Social Resources are in place for each Grade Level;
- Prepare inservice for new teachers;
- Prepare inservice for all staff (handbook, policies, expectations, Review Program and Assessment Policy Documents, culture, etc.);
- Prepare Professional Learning for Teachers (Select focus with Board collaboration.);
- Book and complete Health and Fire Inspections;

- Update PGP for TQS of Certified Teaching Staff;
- Organize completions of Field Trip Year Plans;
- Check Skills and Values Calendar/Policy - Review with Staff and Arrange for FLCA Community Speakers;
- Have Teachers write Welcome Letter and review each;
- Have Teachers prepare September Newsletter and review each;
- Organize Meet the Teacher Night
- Upload and review Alberta Education Calendar - Note PAT dates and Diploma Exam dates;
- Review with Administrative Team the Organization Chart of Roles and Responsibilities;
- Reset FLCA Staff and Administrative Drives to update it for the following school year;
- Coordinate extra-curricular activities;
- Coordinate supervision schedules;
- Review IPP students/process with examples and set date for end of September - note deadlines for both teachers and office in coding for funding;
- Review Medical Issue students/processes;
- Facilitate grade level meetings for coordination on parallel planning and on consultation with previous teachers on student profiles (look at previous Alma files);
- Book First Aid In Service as needed and go over health guidelines;
- Outline topics for PL for the following school year;
- Review Calendar with their Staff and Outline Expectations for Spirit Day Assemblies for Awards;
- Schedule assisted fire-drill with Airdrie Fire Department (Fire Drills and documentation will be the responsibility of the Jr/Sr. High Principal);
- Schedule assisted lockdown with Airdrie RCMP - Schedule via school resource officer;
- Identify online learners;
- Schedule possible STUDENT TEACHERS for year
- Hire substitute teachers for sub list (as necessary);
- Plan with Event Coordinator Spanish Fiesta - note that all Staff are to attend.

*September:*

- Organize Assembly for beginning of the year;
- Ensure you spend a lot of time circulating and observing classrooms and teachers. Get to know the students and the parents who come in;
- Document teacher performance and ensure any concerns are addressed immediately. Work with the teacher, while keeping the Board informed. SET UP FIRST SET OF EVALUATIONS FOR BEGINNING OF OCTOBER;
- Send their September School Newsletter sent out by secretary and post on website;
- Ensure Reading Assessments, Spelling Tests, and any necessary placement tests are executed;
- Ensure Alberta Education Testing is done for Primary;
- Ensure Alberta Education Grants Process is begun;
- Ensure that HS Students are registered for Semester I and Diplomas in PASI;
- Schedule practice fire-drill before assisted fire drill;
- Schedule practice lockdown before assisted lockdown drill;
- SEPTEMBER 30TH: DETAILED OUTLINE OF MONTHLY FIELD TRIPS DUE TO LAURA BANCROFT FOR INSURANCE PURPOSES AND FOR APPROVAL BY BOARD;
- SEPTEMBER 30TH: September Count Date to Alberta Ed - may no longer be necessary, verify for March each year (Sr. High Principal to ensure this happens);
- If there an International Trip - start campaign;
- Set Terry Fox Run and Organize;
- Analyze Provincial Exam Results and create a Report (both Principals need to review together

but the *Secondary* Principal will create the report for the Board).

*October:*

- Formal Teacher Evaluations scheduled using TQS from AISCA - Request a pre and post meeting with all teachers. Note Teacher Certification is done by AISCA;
- IPP Meetings Scheduled by teachers (attend these for all SDF) and sign each after reviewing all on drive. Ensure IPP is filed in student Alma files;
- Complete all SDF IPP's with Behaviour Plan for complete funding;
- OCTOBER 31st: Professional Growth Plans;
- Continue classroom circulation and documentation of teacher performance. Ensure any concerns are communicated to the board prior to probationary period end;
- Organize Halloween Day and Dance for FLCA (Both Principals will coordinate their own activities however they should collaborate to ensure that any crossover is accounted for and coordinated);
- Analyze Accountability Report Data for NOVEMBER Report (as preview to Assurance Plan).

*November:*

- Probationary period for new teachers is up this month – ensure evaluations are completed and any concerns have been brought to the Board.
- NOVEMBER 30TH: AERR DRAFT DUE - Coordinate with Assurance Plan and Report to Board / Alberta Education;
- Edit and review Report Cards (and sign);
- Plan and attend Parent Teacher Interviews (greet parents and students, circulate, support, sit in on necessary meetings, signal end of conferences, you are the last to leave and lock-up);
- Organize Remembrance Day Assembly;
- Possible AUDIT by Alberta Education - make sure digital files are in place.

*December:*

- Ensure Stage Musical Performance is planned and executed and that you attend. This is for the *Elementary* Principal to plan only (both Principals are encouraged to attend);
- Ensure staff and students clean classroom, lockers, cubbies and desks before the break;
- Ensure deep clean over the break;
- Funding and coding for all students should be submitted and verified with AB ED;
- Do Newsletters and Board Report and Staff Meeting for start up of new year;
- Prepare for online registration in January;
- *Secondary* Principal to prepare for end of high school Semester I with exams for January - establish timelines and reviews.

*January:*

- JANUARY 31st: TEACHER EVALUATIONS DONE - PROVIDE FEEDBACK
- Testing/Exam Week established and Exams reviewed with Answer Keys;
- *Secondary* Principal to ensure Report Cards for Semester I completed ;
- *Secondary* Principal to ensure Provincial Exams written under proper regulations and sent to Edmonton;
- *Secondary* Principal to ensure check in with students for credits towards Graduation;
- Applications should be coming in with tours or information nights scheduled (coordinate between Principals to share the tour and Information Night responsibilities);
- *Elementary* Principal Plan Spelling Bee event if applicable.

*February:*

- Ensure Spelling Tests and Reading Assessments are completed;

- Ensure Alberta Education Assessments and Mandates for Funding are updated.
- Ensure Teacher and Student Accountability Pillar is completed (ExtraNet);
- Schedule 2nd Formal Teaching Evaluation - for new teachers only;
- Request meetings with any teachers of concern or if there is more feedback to be given;
- Ensure IPP's are updated;
- Ensure staff and students clean classrooms, lockers, cubbies and desks before the break;
- Ensure custodian does a deep clean over the break;
- Begin interviews for student applicants;
- *Secondary* Principal to ensure that all high school students are in new programming for Semester II;
- CONDUCT ASSURANCE SURVEY for Alberta Education.

*March:*

- Edit and review all report cards;
- Plan, coordinate and attend Parent Teacher Interviews (coordinate between both Principals so that there is consistency between the k-5 and 6-12 grades);
- Attend IPP meetings as needed;
- Attend Parent-Teacher Interviews;
- Meet with staff regarding contracts (as per Board of Governance - Intent Forms/Meetings);
- ASSURANCE REPORT WITH MEASURES. *Secondary* Principal will prepare , report and submit but note that internal FLCA Survey must have elements that measure initiatives (e.g. Literacy, Wellness, and Entrepreneurship initiatives);
- Complete application interviews, decide on a waitlist, and send out letters. Each Principal is responsible to complete the applicable application and registration steps for their Grade level students only;
- *Elementary* Principal to formalize agreements with Kinder provider (I'm for Kids);
- Review new FUNDING MANUAL and GUIDE TO EDUCATION for k-12 and ECS GUIDE;
- Interview for staffing positions.

*April:*

- Principal to ensure custodian conducts deep clean of school over spring break;
- Principal to schedule practice fire-drill (send email to inform parents);
- Principal to schedule practice lockdown drill (send email to inform parents);
- Ensure staff and students clean classrooms, lockers, cubbies and desks before the break;
- Ensure custodian conducts a deep clean over the break;
- *Secondary* Principal to check that all secondary students are in new programming for Semester II;
- Principal to coordinate the Science Fair/Market Fair Organization with Entrepreneurship Lead and Events Coordinator;
- Principal to meet with fire AND health inspector for school fire and health inspection. Reports are to be provided to the Board so that they can submit the AOP in May
- Principal with Events Coordinator will Book Theatre for Performances for the following school year.

*May:*

- *Secondary* Principal to ensure government exams are executed (official dates are posted on Alberta Education Website – PAT bulletin) -Follow instructions on all items sent by Alberta Education for PAT's (Ensure you fill out all pertaining paperwork and sign off to ship.);
- *Secondary* Principal to train any new teachers who are conducting PAT's. Only a certified teacher or administrator may conduct PAT's. No EA's or support staff may conduct exams. Submit names



- for marking;
- FINAL FORMAL EVALUATIONS THIS MONTH for new teachers;
- Principal to ensure Spring Concert is planned and executed. Attend as well. The Spring Concert will be for Grades 4-7 (those in Drama/Music options) The Fine Arts Lead and Events Coordinator will assist with all details;
- Principal to schedule practice fire-drill;
- Organize teachers for final evaluations of students/IPP's/exams;
- *Secondary* Principal to ensure OUTDOOR EDUCATION CAMP is facilitated and organized;
- Principal will collaborate with Board to do Planning for fall
- Principal will with draft timetables for Teachers and Staff;
- *Secondary* Principal to coordinate with the High School Coordinator to ensure that all secondary students are in new programming the following semester
- *Secondary* Principal to ensure option forms are presented to the applicable students for the following school year and returned by the end of May.
- Both Principals are to coordinate and analyze all ASSURANCE FRAMEWORK measures for the 5 domains. Final Annual Report is prepared by Principal and approved by the Board to send to Alberta Education;
- Ensure Volunteer tea is planned and attend.

*June:*

- Ensure Spelling and Reading Assessments are completed for the end of the year;
- Ensure completions of Alberta Education mandates for funding records are done and submitted - with testing as necessary.
- Principal to schedule practice fire-drill;
- Principal to schedule practice lockdown drill;
- Review and edit report cards;
- Meet with IPP Lead to for final IPP meetings and signings.
- Principal to ensure grade 6 PAT's, grade 9 PAT's, and Diploma exams are executed (official dates are posted on Alberta Education's Website – Bulletin) - follow all instructions;
- Plan Organizational Days for students and staff to close the year.
- Principals should review all Policy Documents and make recommended changes for the Board to review for approval;
- Collect resource and classroom needs from Teachers;
- Have Teachers organize classrooms for fall;
- Principal to coordinate with Send out PARENT LETTERS FOR ALL NEW AND RETURNING PARENTS, this welcome email should include the student calendar, an options document for those who still have not return it, the high school planning document for those who did not yet complete it, the bus drop off and other general information letter, bus lists of who is on which bus (first name, last initial) and the supply lists;
- *Elementary* Principal to oversee and organize busing;
- *Secondary* Principal to ensure that any MOODLE changes or new courses for High School are submitted to the Board for approval (See FLCA's Moodle Policy for details).
- Reflect formally and with evaluations on the year;
- Ensure Teachers plan and execute Field Day with EA's;
- Ensure Athletic Banquet is organized;
- Ensure that the Academic Year Awards Program is coordinated;
- Ensure that all Graduations are planned - Kindergarten, Grade 8, and Grade 12.

### **1.2 Position: Assistant Principal (Certified Teacher and Leader with AB TQS AND LQS)**

In addition to those duties outlined under the Certified Teacher position for any classes taught, this special designation also includes the following responsibilities:

- Coordinate with and assist the Principal with all their designated duties and responsibilities outlined in the Principal position.

### **1.3 Position: FTE (Certified Teacher for AB TQS)**

In addition to those duties outlined in FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. Maintain all Teacher Quality Standards in following the Alberta Education Act and Alberta Education Guidelines;
2. Plan, prepare, and execute daily, monthly, and yearly teaching plans in strict accordance with FLCA's Required Program and Assessment Policies and the FLCA Charter.
3. Ensure students' academic and attendance records are meticulously maintained and acquainting oneself with crucial information.
4. Ensure consistent and accurate assessment of each student.
5. Create and implement individualized program plans and behavioral plans effectively for applicable students, while maintaining clear and consistent communication with the Principal, parents, other relevant faculty members, and the student.
6. Adhere strictly to FLCA's Parent Communication Policy.
7. Attend at all Staff Meetings.
8. Participate in and assist with school events, inclusive of concerts (spring and winter), dances, and fairs, and fiesta. Additionally participate in organizing, facilitating, and/or leading a minimum of two FLCA committees, extracurricular activities, or sports activities.
9. Adhere to FLCA's Before and After School Cleaning Policy. Ensuring the classroom is kept organized, clean (including daily cleaning and disinfecting of classroom sinks), and free of clutter.
10. Utilize personal computer for teaching purposes.
11. Ensure necessary supplies are provided for the classroom within the allocated budget.
12. Organize and implement monthly field trips or special events for the Employee's home room class as per the provided budget. Proposals for each field trip or special event must be submitted to the Principal for approval by September 15th of the school year and should include a cost breakdown, approximate date, and how the event aligns with the curriculum.
13. Review, use, and comply with all policies and procedures outlined in the digital Policy Handbook posted on the FLCA website which may be updated from time to time.
14. Adhere to the position's expected hours and absences outlined below:
15. The Employee is required to be present at the school facility on school operational days indicated in the school calendar, from 7:45 am – 4:00 pm Mondays through Fridays (excluding statutory holidays, Christmas, spring and summer breaks, and time off in lieu for parent/teacher interviews and extra-curricular activities). This includes Professional Development days and before and after student arrival and release times on school days, including after early student release time on Fridays.
16. In addition to the hours required to be at the school facility, the Employee agrees to allocate necessary time as a teaching professional for planning, marking, communication with parents and students, and other duties relevant to the certified teaching position.

#### **1.4 Position: Entrepreneurship Director (Certified Teacher with AB TQS and LQS)**

In addition to those duties outlined under the Certified Teacher position, this special designation also includes the following responsibilities:

1. Ensure strict adherence to the school's Charter, making Entrepreneurship and Global Studies the central focus across all aspects of school operations, including curriculum development, field trips, events, communication to parents, physical school environment, and public relations efforts.
2. Collaborate with each Principal to establish, recruit, and train teaching staff in integrating Entrepreneurship and Global Studies principles into all subjects. Emphasize the incorporation of these principles in lesson plans, ensuring a comprehensive approach to teaching.
3. Collaborate with each Principal to establish, recruit, and train teaching staff in delivering the core Entrepreneurship and Global Studies curriculum outlined in FLCA's Entrepreneurship Required Program and Assessment Policy. This includes overseeing the implementation of Uncharted Learning Entrepreneurship programs and curriculum.
4. Assume responsibility for teaching Entrepreneurship and Global Studies courses at both the high school and Middle school levels, as the primary instructor in this area.
5. Attend an annual Entrepreneurship training seminar hosted by Uncharted Learning as part of ongoing professional development.
6. Facilitate the organization of Junior Achievement programs (or alternatives with Financial Institutions) and Entrepreneurship focused field trips and workshops for students annually.
7. Work closely with Principals to provide assessments, statistics, and reporting on Entrepreneurship initiatives for inclusion in the school's 3-Year plans and other documentation required by Alberta Education.
8. Celebrate, showcase, and communicate all that is happening on the Entrepreneurship front with all those within the school community through school newsletters, events etc.
9. Collaborate on the necessary Research for the Assurance Plan and for the Charter Requirements in working with a post-secondary institution.
10. Mentor all teachers, and touch base regularly, towards embeddedness of Entrepreneurship competencies and Global Awareness across the curricula.
11. Complete a monthly Newsletter to be reviewed by the Board and posted on the website for Entrepreneurship (and in June, Global Awareness).
12. Coordinate a detailed scope and sequence for Entrepreneurship Programs that aligns with those posted on the website and as a general reference for all teachers.

#### **1.5 Position: Student Guidance Lead (Certified Teacher with AB TQS and LQS)**

In addition to those duties outlined under the Certified teacher position, this special designation also includes the following responsibilities:

1. Maintain ongoing Professional Learning for this specialized role. Participate in professional development activities to enhance counseling skills and stay current with best practices in the field.
2. Develop and deploy counseling strategies using contemporary mentoring approaches.
3. Identify and address behavioral issues effectively to foster resolution.
4. Acknowledge and respect societal and cultural diversities in all student-related affairs.
5. Evaluate student progress and celebrate achievements to foster a sense of fulfillment.
6. Conduct assessments, analyze findings, and offer constructive feedback with purpose.

7. Collaborate with parents, academic staff, and external partners for comprehensive support.
8. Organize and lead educational and training workshops for academic staff.
9. Provide individual or group assistance to students in need as required.
10. Utilize Individualized Program Plans (IPPs) and relevant learning support documents to aid students.
11. Participate in meetings concerning students' academic performance, behavior, and progress.
12. Conduct individual and group guidance sessions to address academic, personal, and social issues.
13. Collaborate with teachers, administrators, and parents to create Individualized Education Plans (IEPs) for students with special needs.
14. Serve as a liaison between students, parents, teachers, and outside agencies to address academic and behavioral concerns.
15. Stay informed about changes in educational laws, policies, and trends, and provide guidance to students, parents, and staff accordingly.
16. Maintain confidentiality and adhere to ethical standards in counseling/testing practices.
17. Act as an advocate for students' academic, social, and emotional well-being.
18. Collaborate with community organizations and agencies to provide additional support services for students and families.
19. Document counseling sessions and maintain accurate records of student progress and interventions.
20. Coordinate and collaborate in initiatives for student LEADERSHIP and student WELLNESS;
21. Coordinate and collaborate in initiatives for student SKILLS and Values.
22. Coordinate and collaborate in initiatives for student HEALTH programs.
23. Collaborate with Administration on all cases.

### **1.6 Position: Athletics Director (Certified Teacher)**

In addition to those duties outlined under the Certified teacher position, this special designation also includes the following responsibilities:

1. Program Oversight:
  - 1.1. Develop and implement the overall athletic program vision, goals, and policies in alignment with the school's mission and values.
  - 1.2. Coordinate with coaches, staff, and administrators to ensure the effective operation of all athletic programs.
  - 1.3. Oversee the scheduling of athletic events, practices, and competitions, ensuring efficient use of facilities and resources.
  - 1.4. Manage the budget for the athletic department, including fundraising efforts and financial planning.
2. Compliance and Policy Enforcement:
  - 2.1. Ensure compliance with all relevant rules, regulations, and policies established by the school, athletic association, and governing bodies.
  - 2.2. Stay updated on changes in regulations and requirements related to athletics and ensure timely implementation.
  - 2.3. Develop and enforce codes of conduct for athletes, coaches, and staff, promoting sportsmanship, fairness, and respect.
3. Coach Recruitment, Training, and Supervision:

- 3.1. Recruit, hire, and evaluate coaches for various sports teams, ensuring they meet qualifications and adhere to school policies.
- 3.2. Provide training, professional development opportunities, and resources to coaches to enhance their skills and effectiveness.
- 3.3. Conduct regular meetings with coaches to review performance, address concerns, and provide support as needed.
4. Athlete Development and Support:
  - 4.1. Oversee the recruitment, tryouts, and selection process for athletic teams, promoting inclusivity and diversity.
  - 4.2. Support the academic success and well-being of student-athletes, monitoring their progress and providing academic support services as needed.
  - 4.3. Coordinate with school counselors, teachers, and administrators to address any academic or personal challenges faced by student-athletes.
5. Facilities Management:
  - 5.1. Manage the use and maintenance of athletic facilities, equipment, and resources, ensuring safety and accessibility for all users.
  - 5.2. Coordinate facility upgrades, repairs, and renovations in collaboration with the school administration and facilities staff.
  - 5.3. Develop and implement protocols for facility usage, including scheduling, reservations, and rental agreements.
6. Athletic Calendar Management:
  - 6.1. Maintain and update the school's athletic calendar, including schedules for practices, games, tournaments, and special events.
  - 6.2. Coordinate with coaches, administrators, and other stakeholders to ensure accurate and timely communication of schedule changes and updates.
  - 6.3. Collaborate with the communications team to promote athletic events and activities to the school community and the public.
7. Event Management and Game Operations:
  - 7.1. Plan and oversee logistics for athletic events, including venue setup, staffing, security, concessions, and ticketing.
  - 7.2. Ensure compliance with game-day protocols, rules, and regulations, including safety measures and emergency procedures.
  - 7.3. Coordinate with officials, referees, and opposing teams to facilitate smooth and fair competitions.
8. Community Engagement and Partnerships:
  - 8.1. Foster positive relationships with parents, alumni, donors, and community members to support the athletic program.
  - 8.2. Seek opportunities for community outreach, involvement, and sponsorship to enhance resources and support for athletics.
  - 8.3. Represent the school at athletic conferences, meetings, and events to promote the school's athletic program and build networks.

Overall, the Athletics Director plays a crucial role in promoting a positive and inclusive athletic environment, fostering the development of student-athletes, and upholding the values of sportsmanship, integrity, and excellence for wellness within the school community.

### **1.7 Position: IPP Lead and EA Coordination Lead (Certified Teacher with AB TQS and LQS)**

In addition to those duties outlined under the Certified teacher position, this special designation also includes the following responsibilities:

1. Foster UDL practices across the curricula and grades

2. Work indirectly with high school, middle school, and elementary students with learning, behavioral, physical, executive, or emotional concerns to provide intervention (adaptations and accommodations) and support to the student, teacher, classroom, and learning community
3. Work directly with Educational Assistants that are in the classrooms to provide instructional strategies, plans, and support for individual students or small groups of students
4. Work directly with Teachers that are in the classrooms to provide instructional strategies and plans to incorporate the IPP's as active documents for individual students
5. Work indirectly parents (and students) to implement the learning and behavioral improvement plan and/or functional behavioral assessment
6. Problem solve directly with individual or large groups of students to provide direct support to the learning community
7. Coordinate the Special Education for FLCA which may include:
  - 7.1.1. Screening and Referral Review
  - 7.1.2. Developing an Evaluation Plan
  - 7.1.3. Formal classroom observation
  - 7.1.4. Evaluation, Diagnostic Testing, and Identification of strengths and weaknesses
  - 7.1.5. Lead IPP Development and Coordination for the school
8. Assist with the maintenance of individual records of all students receiving special services
9. Coordinate the preparation of all special education records for students who are no longer actively enrolled in the school
10. Research and continue Professional Learning to enhance your understandings of inclusive populations.
11. Collaborate with Administration on best practices.
12. Create class templates of needs and strategies.
13. Collaborate with Administration on scheduling of EA's.
14. Coordinate the purchase of resources as needed.
15. Facilitate funding application for students of severe needs.
16. Facilitate the coding of students for mild and moderate needs.
17. Facilitate the benchmarking and programming for EAL students.
18. Review all Psych Ed Reports and summarize for Administration.
19. Collaborate with Guidance Lead.
20. Collaborate with Technology Lead.
21. Assist in coordinating supports, as available, for PAT's and Diploma Exams.
22. Assist in archive and active secure and confidential files for students with specialized plans/documents.
23. Works with AB Ed and CARC for services to assist our Special Needs Programming.

### **1.8 Position: FNMI Lead (Certified Teacher with AB TQS and LQS)**

In addition to those duties outlined under the Certified teacher position, this special designation also includes the following responsibilities:

1. Facilitate communication and collaboration among school staff, students, guardians, Elders, and external agencies.

2. Collaborate with school principals to develop the FNMI Plan, aligning with our Global Charter philosophy, encompassing First Nations personas globally and within Canada, with an emphasis on unity over division. The plan should incorporate diverse perspectives, including the positive and negative interactions of FNMI nations, settlers, and other involved parties.
3. Assist in the development of the FNMI school plan budget.
4. Monitor FNMI student identification, attendance, and academic progress.
5. Design activities that foster an appreciation of First Nations (Canadian and global), Métis, and Inuit culture, heritage, and language, incorporating diverse viewpoints in consultation with Administration and the Board.
6. Enhance the holistic well-being of FNMI students across academic, social, emotional, physical, and spiritual dimensions.
7. Support teachers in integrating FNMI studies into the curriculum, ensuring inclusion of diverse perspectives and a balanced portrayal of historical interactions.
8. Provide FNMI students with opportunities for career/post-secondary awareness, scholarship/bursary application, and acquisition of resources.
9. Assist schools in procuring FNMI learning and teaching resources and expanding FNMI literature availability.
10. Coordinate student involvement in FNMI extracurricular activities.
11. Support FNMI students in achieving academic success.
12. Maintain accurate FNMI records and collaborate effectively with individuals or small groups.
13. Assist the Learning Team as required in developing Individualized Program Plans (IPPs).
14. Facilitate the application process for FNMI Funding Grants.
15. Promote FNMI entrepreneurship models or initiatives within the school community.
16. Review Alberta Education guidelines and provide advisory support to Administration.

#### **1.9 Position: Educational Technology Lead (Certified Teacher with AB TQS)**

In addition to those duties outlined under the Certified teacher position, this special designation also includes the following responsibilities:

1. Identify and propose emerging technologies for use in curriculum, assessment, and evaluation.
2. Support existing technologies including Canvas LMS, Veracross SIS, Google Workspace, Zoom, Edpuzzle, Flipgrid, Padlet, Nearpod, Explain Everything, and various other educational technology web platforms and apps, as well as ViewSonic Interactive Flat Panel displays used in classrooms.
3. Support hybrid/blended or online learning as needed using Zoom, Logitech Meetup Conference Cameras, and mobile displays.
4. Collaborate and coordinate with existing Ed Tech and Tech Support teams around schoolwide technology initiatives.
5. Research and evaluate new hardware and software needs to enhance the curriculum and stay up-to-date on the latest trends in technology.
6. Lead the integration of new technology into the curriculum across various subjects, introducing new tools and processes to both increase student engagement and support effective teaching.
7. Assess skill levels of students, teachers, and staff, and design solutions that adequately address and elevate those skills.

8. Coordinate and facilitate professional growth opportunities for faculty to deepen their understanding of key technology ideas and enhance competence in incorporating technology appropriately into classroom instruction.
9. Lead end-user training for students, faculty, and staff.
10. Assist with running Zoom webinars put on by various departments and parents throughout the school year.
11. Troubleshoot and maintain computer hardware and software in collaboration with the Tech Support team or independently when needed.
12. Assist with technology needs at school events during the day, and on occasion, after school hours.
13. Perform other duties as assigned.
14. Work with IPP Lead to develop technology assistance to address learning needs.
15. Lead Mobile Makes Entrepreneurship Program.
16. Lead all PAT, Diploma Exams, and Field Tests as online secure platforms.

#### **1.10 Position: Certified Substitute Teacher (Certified Teacher with AB TQS)**

In addition to those duties outlined in FLCA's digital policy handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. **Classroom Management:** Maintain a positive and productive learning environment by managing student behavior, enforcing classroom rules, and fostering a respectful atmosphere conducive to learning.
2. **Instructional Delivery:** Deliver lesson plans provided by the absent teacher effectively, ensuring that learning objectives are met and students remain engaged in the learning process.
3. **Adaptability:** Quickly familiarize oneself with the lesson plans, classroom routines, and procedures of the regular teacher to seamlessly continue the instructional program.
4. **Flexibility:** Be prepared to teach a variety of subjects and grade levels, as assignments may vary based on the needs of the school or district.
5. **Student Supervision:** Supervise students during classroom activities, transitions, lunch, and recess to ensure their safety and well-being.
6. **Assessment and Feedback:** Assess student understanding and progress, provide feedback, and assist students with assignments as needed.
7. **Communication:** Communicate with school administrators, staff, and parents as necessary to report on student progress, behavior, and any concerns that may arise during the day.
8. **Professionalism:** Uphold professional standards of conduct and ethics, including punctuality, reliability, confidentiality, and adherence to school policies and procedures.
9. **Continued Learning:** Stay informed about educational best practices, classroom management techniques, and curriculum updates to enhance teaching effectiveness.
10. **Emergency Procedures:** Familiarize oneself with emergency protocols and procedures, including evacuation routes and lockdown procedures, to ensure student safety in case of emergencies.

#### **1.11 Position: Spanish Instructor (Cultural Facilitator of Language Learning)**

In addition to those duties outlined in FLCA's digital policy handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:



1. Plan, prepare, and execute daily, monthly, and yearly teaching plans in strict accordance with FLCA's Required Program and Assessment Policy for Spanish and the FLCA Charter.
2. Ensure students' academic and attendance records are meticulously maintained and acquainting yourself with crucial information.
3. Ensure consistent and accurate assessment of each student.
4. Create and implement individualized program plans and behavioral plans effectively for applicable students, while maintaining clear and consistent communication with the Principal, parents, other relevant faculty members, and the student.
5. Adhere strictly to FLCA's Parent Communication Policy.
6. Attend Spanish specific staff meetings or other meetings in which particular attendance is required or requested by administration.
7. Participate in and assist with school events, particularly Christmas concerts, spring concerts, and the year-end fiesta as to incorporate Spanish cultural elements.
8. Adhere to FLCA's Before and After School Cleaning Policy. Ensuring the classroom is kept organized, clean (including daily cleaning and disinfecting of classroom sinks), and free of clutter.
9. Utilize personal computers for teaching purposes.
10. Ensure necessary supplies are provided for the classroom within the allocated budget.
11. Organize and implement monthly field trips or special events for their Spanish class as per the provided budget. Proposals for each field trip or special event must be submitted to the Principal for approval by September 15th of the school year and should include a cost breakdown, approximate date, and how the event aligns with the curriculum.
12. Review, while being familiar with, and complying with all policies and procedures outlined in the digital Policy Handbook posted on the FLCA website which may be updated from time to time.
13. Adhere to the positions expected hours and absences outlined below:
  - 13.1. The Employee is required to be present at the school facility on school operational days indicated in the school calendar, from 7:55 am – 3:30 pm Mondays through Thursday and 7:55 am – 1:30 pm on Fridays (excluding statutory holidays, Christmas, spring and summer breaks, and time off in lieu for parent/teacher interviews and extra-curricular activities).
  - 13.2. In addition to the hours required to be at the school facility, the Employee agrees to allocate necessary time as a teaching professional for planning, marking, communication with parents and students, and other duties relevant to the teaching position.
  - 13.3. Leading and organizing at least one and assisting with a minimum of one other FLCA committee, substantial extracurricular activity, or sports team.

### **1.12 Position: Educational Assistant (Certified or Uncertified)**

In addition to those duties outlined in FLCA's digital policy handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. Work under the coordination of the IPP Lead in a collaborative team approach for differentiation.
2. Provide individualized or group support to assigned students.
3. Collaborate on Individualized Program Plans (IPPs) and other learning support documents for each student.
4. Attend meetings pertaining to the academic progress, behavior, and overall development of assigned students.

5. Assist teachers in developing and implementing daily, monthly, and yearly teaching plans aligned with Footprints for Learning Charter Academy's Required Program and Assessment Policy.
6. Support teachers in maintaining accurate academic and attendance records for students, ensuring familiarity with pertinent student information.
7. Aid teachers in conducting consistent and accurate assessments of student progress.
8. Assist in the development and implementation of IPPs and Behavioral Plans for students, ensuring effective communication with the Principal, parents, and other faculty members.
9. Adhere strictly to FLCA's Parent Communication Policy.
10. Attend staff meetings as required.
11. Participate in and support school events such as Christmas concerts, spring concerts, and year-end festivities as requested.
12. Maintain cleanliness and organization in the classroom in accordance with FLCA's Before and After School Cleaning Policy, including daily disinfection of classroom sinks.
13. Familiarize oneself with and adhere to all policies and procedures outlined in the Policy Handbook and Parent Handbook.
14. The Employee is expected to be present at the school facility on scheduled school instructional days as outlined in the school calendar, from 7:55 am to 3:15 pm on Mondays through Thursdays, and from 7:55 am to 1:30 pm on Fridays. This obligation excludes statutory holidays, Christmas, spring and summer breaks, as well as time off provided for parent-teacher interviews and extracurricular activities.

### **1.13 Position: Admin & Events Coordinator:**

In addition to those duties outlined in the Educational Assistant Position, the FLCA's digital policy handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. **Field Trip Coordination** - Collect and organize all field trip plans from teachers in accordance with FLCA field trip policies. These plans must be submitted for approval by the relevant Principal by the end of September. Subsequently, collaborate with teachers to facilitate logistics such as transportation, parent communication, and other necessary arrangements throughout the academic year.
2. **Athletics Coordination** - Assist the Athletics Directors in organizing sports teams and volunteers, ensuring compliance with athletics policies outlined on our website, maintaining the accuracy of Sports Google Calendars, facilitating communication between coaches and families, and disseminating information regarding sport tryouts at Bert Church High School to high school students. Additionally, you will provide support in scheduling tournaments and games, registering for leagues, and overseeing the year-end Athletics Banquet in collaboration with relevant Board members and Athletics Directors.
3. **Special Event Coordination** - Spear head the organization of various school events, with the collaboration of FLCA Administration and Teacher Leads, including but not limited to:
  - Coordinating the Spelling Bee and Science Fair on a rotating basis
  - Coordinating the annual Market Day event
  - Managing the Start of Year School Fiesta held annually in September
  - Overseeing FLCA Community outreach initiatives, including the Haiti Feed a Class initiative
  - Booking the theater for the Christmas Concert and Spring Play
  - Collaborating on the organization of School Dances and Graduations

- Orchestrating the Volunteer Appreciation Event, Outdoor Ed Camp, Year End Field Day, and any other significant school event not listed above.

#### **1.14 Position: Bussing Coordinator**

In addition to those duties outlined in FLCA's digital policy handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

Working with the Principal to coordinate the following:

1. **Bus Scheduling:** Develop and maintain bus routes and schedules for student transportation, ensuring efficiency and adherence to established timelines.
2. **Student Enrollment:** Manage the enrollment process for students requiring bus transportation, including registration, verification of eligibility, and assignment to appropriate bus routes.
3. **Route Planning:** Plan and adjust bus routes based on student demographics, geographical considerations, and changes in enrollment or school locations.
4. **Communication:** Communicate bus schedules, route changes, and transportation-related information to students, parents, school staff, and bus drivers in a clear and timely manner.
5. **Safety Compliance:** Ensure compliance with safety regulations and transportation policies, including vehicle maintenance, driver qualifications, and adherence to traffic laws.
6. **Special Needs Transportation:** Coordinate transportation services for students with special needs, ensuring accessibility and accommodation as required by Individualized Education Plans (IEPs) or other accommodations.
7. **Budget Management:** Assist in budget planning and management related to transportation services, including monitoring expenses, identifying cost-saving opportunities, and allocating resources effectively.
8. **Driver Training:** Coordinate or provide training sessions for bus drivers on safety protocols, emergency procedures, student management techniques, and relevant regulations.
9. **Data Management:** Maintain accurate records and databases related to bus routes, student ridership, driver information, vehicle maintenance, and other transportation-related data.
10. **Problem Resolution:** Address concerns or complaints regarding bus transportation, investigate incidents or accidents, and implement corrective actions or improvements as needed.
11. **Coordination with Stakeholders:** Collaborate with school administrators, transportation vendors, local authorities, and community stakeholders to ensure effective coordination of transportation services and address any issues or concerns.
12. **Emergency Planning:** Develop and implement emergency response plans for transportation-related incidents, including evacuation procedures, communication protocols, and coordination with emergency services.
13. **Continuous Improvement:** Identify areas for improvement in transportation services, gather feedback from stakeholders, and implement strategies to enhance efficiency, safety, and customer satisfaction.
14. **Compliance Reporting:** Prepare and submit reports to regulatory agencies or governing bodies regarding transportation operations, safety compliance, ridership data, and other relevant information.
15. **Professional Development:** Stay informed about changes in transportation regulations, technology, and best practices through ongoing training, professional

development opportunities, and participation in relevant industry associations or networks.

#### **1.15 Position: Supervision & Recess Coordinator**

In addition to those duties outlined in the Educational Assistant Position, the FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities as an employee will:

1. Oversee the effective execution and communication of Morning, Afternoon, and Playground Supervision protocols to all relevant parties, in alignment with the provided supervision schedule.
2. Ensure that the playground is equipped with adequate activities to engage children during recess and lunch breaks, and to ensure proper maintenance of playground equipment.
3. Coordinate with the daycare facility as necessary to resolve any conflicts arising from shared space usage.
4. Serve as the lead supervisor during recess and lunch breaks, as designated on the provided schedule and will ensure that the schedule is strictly followed. Any changes to the schedule should be approved by the Principal.
5. Supervise on bus transport after school.

#### **1.16 Position: School Secretary & Office Manager**

In addition to those duties outlined in FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. Operate the front desk to manage incoming calls, emails, and visits, providing courteous assistance as needed
2. Ensure compliance with all relevant Alberta Education deadlines and regulations
3. Maintain accurate and up-to-date electronic and physical enrollment records for both staff and families, utilizing internal systems and PASI
4. Collaborate with Administration on the proofing and distribution of ALMA records
5. Collaborate with Administration on formal Alberta Education documentation
6. Manage attendance records meticulously to ensure accuracy and completeness
7. Administer and maintain admission systems to facilitate smooth enrollment processes
8. Handle administrative communications with families promptly and professionally
9. Provide support to the Principal or Board members upon request, demonstrating flexibility and responsiveness
10. Welcome visitors with professionalism and directing them appropriately within the school premises
11. Organize and overseeing the main office area to ensure efficiency and professionalism
12. Establish and managing efficient filing systems for administrative and student records, ensuring easy retrieval and confidentiality
13. Facilitate the processing of incoming and outgoing mail promptly and accurately
14. Monitor and replenishing office supplies and inventory as necessary, ensuring smooth operations
15. Assist in scheduling meetings and appointments, coordinating with various stakeholders as required

16. Collaborate effectively with teachers and staff on administrative tasks to support school operations
17. Provide administrative support to school leadership with professionalism and attention to detail
18. Manage financial transactions, including fee collection and payment processing, with accuracy and integrity
19. Administer operation of photocopier
20. Coordinate school events and activities efficiently to ensure successful outcomes
21. Undertake any other administrative duties as delegated by school leadership, demonstrating adaptability and dedication to the school's mission and objectives.
22. The Employee is expected to be present at the school facility on scheduled school instructional days as outlined in the school calendar, from 7:55 am to 4:00 pm pm on Mondays through Thursdays, and from 7:55 am to 2:30 pm on Fridays. This obligation excludes statutory holidays, Christmas, spring and summer breaks, as well as time off provided for parent-teacher interviews and extracurricular activities.

### **1.17 Position: Accounts Manager**

In addition to those duties outlined in FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. The Employee will allocate an average of 20 hours per week during the school year to fulfill responsibilities related to bookkeeping, enrollment coordination, and general office tasks as required. Additional support will be available during peak periods throughout the year, such as September, during audits, and registration periods. Additionally, approximately 20 hours will be allocated as needed during the summer.
2. Address bookkeeping responsibilities encompass tasks such as payroll management, general accounting duties, bill processing, collaboration with auditors, overseeing tuition and fee collections, conducting reconciliations, and ensuring adherence to budgetary constraints and facilitating reimbursements when applicable.
3. Oversee and provide support as necessary to the Office Secretary in various administrative tasks, including but not limited to:
  - 3.1. Ensuring compliance with Alberta Education deadlines.
  - 3.2. Maintaining accurate enrollment records for both staff and families, utilizing both in-house systems and PASI.
  - 3.3. Facilitating admission and registration processes in accordance with established protocols.
  - 3.4. Managing attendance records.
  - 3.5. Facilitating communication between administration and families.
4. Providing assistance to the Principal or Board members upon request.
5. This position is a remote work position, although the employee is expected to come in person as needed.

### **1.18 Position: High School Coordinator**

In addition to those duties outlined in FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following roles and responsibilities:

1. Work in continuous collaboration with the HS Principal.

2. Conduct individual and group counseling sessions to provide guidance and support to students in their academic and vocational development. Assist students and families in planning their high school education over the span of three years.
3. Annually present high school information to all potential high school students at FLCA each February. Ensure distribution of the Grade 10, 11, 12 Student Path and Course Catalog document to families via email and to students in February of each school year, with completed documents returned by applicable students by May. Review this document annually with high school students and maintain individual files for each student in the high school classroom.
4. Collaborate with Office Administration to ensure accurate student registration in courses using Alma.
5. Enroll students in their respective courses in Moodle before each semester and conclude each course at the semester's end.
6. Foster cooperation among parents, academic staff, and external partners.
7. Take the lead in organizing and orchestrating the Grade 12 Graduation celebration and ceremony annually.
8. Provide ongoing monitoring and supervision of students to ensure course completion, offering tutoring assistance as feasible.
9. Communicate regularly with parents regarding each student's progress or concerns, coordinating with applicable teachers as necessary.
10. Coordinate with relevant teachers to ensure timely completion of student assessments and provide support to students as needed.
11. Ensure all necessary supplies for each student's courses are organized and accessible in the classroom as required.
12. Maintain organization and tidiness in the Grade 10-12 classroom.
13. Plan and execute all field trips for Grade 10-12 students, approximately one per month on Fridays. Ensure preplanning of field trips within budgetary constraints and submission of proposals to the Principal for approval by September 30 of each school year. Accompany students on field trips, with the presence of at least one additional teacher.
14. Attend meetings as necessary regarding students' academic progress, behaviors, and overall development.
15. Assist with school events such as requested.
16. Review, understand, and adhere to all policies and procedures outlined in the Policy Handbook and the School's Program and Assessment policies.
17. Adhere to the positions expected hours and absences outlined below:
  - 17.1.1. The Employee is expected to be present at the school facility on school operational days as outlined in the school calendar, from 7:45 am to 3:30 pm on Mondays through Thursdays and from 7:45 am to 1:30 pm on Fridays (excluding statutory holidays, Christmas, spring and summer breaks, and scheduled time off for parent/teacher interviews and extracurricular activities). This requirement includes being present before and after student arrival and release times on school days, including after early student release time on Fridays.
  - 17.1.2. In addition to the hours required to be at the school facility, the Employee agrees to allocate necessary time as a professional for planning, marking, communication with parents and students, and other duties relevant to the teaching position.

- 17.1.3. Attendance and assistance with school events, particularly Field Trips for HS and Graduation with supervision of Final Semester Exams.

### **1.19 Position: Superintendent (Certified Teacher and Leader with AB TQS AND LQS and SLQS - with Administrative Experience and Masters)**

In addition to those duties outlined in FLCA's digital Policy Handbook posted on the website and all other FLCA policies, this position includes but it is not limited to the following:

#### 1. Role and Responsibilities - Education Act

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the School, and as such,

1.1. Reports directly to the Board and is accountable to the Board for

1.11 leadership (in Charter)

1.12 management,

1.13 operations,

1.14 competencies (in SLQS)

1.2 All Board authority delegated to the staff of the School is delegated through the Superintendent.

The References for this role are the Education Act and SLQS for Alberta. The Superintendent is expected to meet this standard through practice within the Authority. The Superintendent of a School as referred to in the Education Act, is accountable for the demonstration of all of the competencies identified within the SLQS. In any given context, reasoned professional judgment must be used to determine whether the SLQS is being met. Indicators are deemed to be the methods taken to ensure that competencies are addressed. See item 5 below and LINK.

#### 2. Charter Leadership

The Superintendent shall:

2.1. Provide Entrepreneurial research leadership in all matters relating to education in the School.

2.2. Build and promote an Entrepreneurial and Global culture and environment within the School.

2.3. Extend research to post-secondary campuses, to dual credit opportunities, and to community entrepreneurs. This wider network of involvement in the greater community ensures students, parents, and staff are provided opportunities for Entrepreneurial and Global development within the School.

2.4. Promote collaboration and communication between the school and business partners.

2.5 Ensure that all facets of the Charter as agreed upon by the Alberta Government are maintained.

2.6 The Superintendent will provide results-oriented leadership in respect to the Board's vision, mission, guiding principles and annual objectives.

2.7 The Superintendent will participate in reviews of the Charter and the Charter Board bylaws.

#### 3. Authority Management

The Superintendent shall:

3.1 Act as, or designate, an attendance officer for the Authority.

- 3.2 Act as, or assign a designate to act as, chief spokesperson for the School in all operational matters.
- 3.3 Ensure the acceptable condition of the School's physical assets, including the maintenance of buildings, and grounds, and the safety, security and state of repair of buildings, grounds, furnishings, and equipment.
- 3.4 Ensure that the Board is updated on the progress of new facilities and maintenance of current facilities in a timely manner.
- 3.5 Have collaborative authority and responsibility for all personnel-related matters, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation, or collective agreements.
- 3.6 Develop and keep an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.
- 3.7 Keep the Board informed on all school jurisdiction matters, especially controversial and / or highly sensitive issues, in a timely and appropriate manner.
- 3.8 Establish criteria from the Board regarding the yearly financial expenditures and the governing policies for reporting.
- 3.9 Provide a Superintendent's report at each regular meeting of the Board. Provide the AERR and Education Plan for Board approval and input, and with School collaboration.
- 3.10 Report biannually on professional activities in the College of Alberta School Superintendents (CASS)

#### 4. Authority Operations

The Superintendent, as the Chief Executive Officer and Chief Education Officer of is responsible for the total operation of the multi-campus Charter School, and is accountable to the Charter Board.

- 4.1 The Superintendent will carry out the duties assigned by the Charter Board in accordance with the Education Act and other provincial regulations.
- 4.. The Superintendent will be responsible for the administration of all policies of the Board and, where appropriate, the development of administrative procedures.
- 4.3 The Superintendent will regularly attend meetings of the Board and serve on Board committees as required.
- 4.4 The Superintendent will serve as a resource person to the Board on matters related to the governance of FLCA.
- 4.5 The Superintendent will develop and maintain an open, effective communication system within FLCA, with the Board, and between FLCA and external agencies.
- 4.6 The Superintendent will communicate an evolutionary vision of school development and lead others so as to maintain and advance the standard of student achievement in curricular, co-curricular and extra-curricular programs.
- 4.7 The Superintendent will ensure that FLCA is managed in a fiscally prudent and efficient manner.
- 4.8 The Superintendent will monitor the performance of senior administrative staff.
- 4.9 The Superintendent will promote the professional growth of staff.
- 4.10 The Superintendent will perform other duties as may be assigned by the Board.

#### 5. SLQS Competencies



*Superintendent Leadership Quality Standards AB ED LINK:*

*[https://www.alberta.ca/system/files/custom\\_downloaded\\_images/ed-superintendent-leadership-quality-standard-english-print-ready.pdf](https://www.alberta.ca/system/files/custom_downloaded_images/ed-superintendent-leadership-quality-standard-english-print-ready.pdf)*

Quality superintendent leadership occurs when the Superintendent's ongoing analysis of the context, and the Superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

As such, the Superintendent shall model leadership practices that are consistent with the competencies and indicators outlined in the most current SLQS document from Alberta Education. Within this domain of Governance are the following areas of focus:

#### 5.1 Building Effective Relationships

A superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

#### 5.2 Modeling Commitment to Professional Learning

A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research informed opportunities for enhancing leadership, teaching and learning, and completes professional learning on the code of professional conduct for teachers and teacher leaders.

#### 5.3 Embracing Visionary Leadership

A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

#### 5.4 Leading a Learning Authority

A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

#### 5.5 Ensuring FNMI Education for All Students

A superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

#### 5.6 Directing School Authority Operations and Resources

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

#### 5.7 Supporting Effective Governance

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

