

CONFIDENTIAL

NOTICE OF INTENT TO APPOINT AN ACTING SUPERINTENDENT OF SCHOOLS

**School Act, Sections 113 and 114
Superintendent of Schools Regulation A.R. 178/2003 AS AMENDED**

Jurisdiction name: _____

Name of the candidate for Acting Superintendent of Schools: _____

Alberta Teaching Certificate Number: _____

Term of the appointment, from _____ to _____
month/day/year month/day/year

The Acting Superintendent of Schools' e-mail address upon appointment:

**Please notify the Registrar's office if this changes at any time*

Acting Superintendent of Schools' home and cell phone numbers upon appointment:

home: _____ cell: _____

Expected Return of Appointed Superintendent of Schools: _____

Section 1: Superintendent of Schools' Qualifications

Acting Superintendents of School must meet the qualifications for superintendent as established by section 2 (1) of the *Superintendent of Schools Regulation* requires candidates to present 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,
- a certificate of qualification as a teacher issued under the Act or an equivalent certificate issued by another province or territory, and
- three years' experience in a school system in Alberta or in a school system of equivalent standard which is acceptable to the board that appoints the superintendent.

The Jurisdiction has verified that the candidate for Acting Superintendent of Schools meets the above mentioned qualifications as required in the *Superintendent of Schools Regulation*. Yes No

To ensure that the candidate meets the requirements for Acting Superintendent of Schools and the accuracy of the information in the Teacher Workforce Information System (TWINS), please provide the details of all degrees held by the candidate:

Degree Name	Institution	Year of Convocation

Section 2: Selection Process

Please indicate how the position was advertised:

Online Local Newspaper National Newspaper

Did you use a recruitment service such as the Alberta School Boards Association:

Yes No

Has the candidate provided the board with a Criminal Record Information Disclosure and a Child Welfare Record Check?

Yes No

If no, please provide a rationale.

Are you aware of any legal proceedings related to unprofessional conduct or professional incompetence that could potentially bring into question the candidate's suitability to be appointed as Superintendent of Schools?

Yes No

If yes, please provide a rationale.

Are you aware of any allegations or a complaint of unprofessional conduct or professional incompetence filed against the superintendent candidate currently? Has the superintendent previously been found guilty of unprofessional conduct or professional incompetence that could potentially bring into question the candidate's suitability to be appointed as a Superintendent of Schools?

Yes No

If yes, please provide a rationale.

Please provide a brief rationale for the board's choice of candidate and include a listing of the selection criteria applied.

(Use an addendum page if necessary)

Section 3: Contract of Employment

The Contract of Employment (Contract) is consistent with Sections 3 and 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Acting Superintendent of Schools and the board complies with the *School Act*, and with the *Superintendent of Schools Regulation*. This includes the following:

- the term of the Contract does not exceed the maximum 5 years;
- provisions for renewal of the Contract, if any, comply with Section 114 of the *School Act*; and
- the severance allowance is consistent with Section 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Acting Superintendent of Schools and the board provides reasonable annual remunerations, benefits and other compensation (if any) provisions, in the amount of:

- \$ _____ one year's salary (basic annual salary rate);
- \$ _____ annual benefits;
- \$ _____ allowances;
- \$ _____ expenses;
- \$ _____ performance bonuses; and
- \$ _____ other monetary incentives

in accordance with Section 148(b) of the *School Act*.

The Contract is in compliance with Section 4 of the *Superintendent of Schools Regulation*. The amount of \$ _____ is the estimated cost of the severance allowance, if any.

The Contract includes:

- performance evaluation criteria and processes; and
- at minimum, provision for regular, written evaluation of the Superintendent of Schools' performance.

Please Note: If the appointed Superintendent of Schools returns early, it is necessary to notify the Office of the Registrar immediately. If the appointed Superintendent of Schools is not able to return on the estimated date of return, it will be necessary to request a reappointment of the Acting Superintendent of Schools (Form 5) or the appointment of a new Acting Superintendent of Schools (Form 4). Please see the forms for instructions.

I certify that:

- a) in the opinion of the board, the remuneration, benefits and non-monetary compensations, severance allowance, if any, provided for in the Contract of Employment are reasonable and in keeping with public expectations that the board act in a financially responsible manner; and
- b) to the best of my knowledge, the information in this form is accurate and the stated conditions have been met.

Chair of the Board (**Signature**)

Date

Chair of the Board (**Print**)

Phone Number

Please forward the following information to the Registrar:

- a completed Form 4a (this form),
- a letter from the chair of the board requesting the Minister's approval of the appointment,
- a dated copy of the board resolution appointing the candidate (Note, this resolution must be worded appropriately to protect the identity of the candidate when requesting initial approval by the Minister for appointment of the Acting Superintendent of Schools.),and

Mail the documents to:

Registrar
Teaching & Leadership Excellence
Alberta Education
10044 108 Street NW
Edmonton, Alberta T5J 5E6

Pursuant to section 77 of the *School Act*, the Minister may publish information the Minister has requested in writing.