

Administrative Procedure 423 Appendix

SCHOOL ADMINISTRATION – TEAM CONCEPT

The administrative leadership role in a Catholic school encompasses three major functions:

1. Spiritual Leadership. This includes:
 - 1.1 Creating conditions in which administration, staff and students have an opportunity to grow and develop and maximize their individual human potential in the spirit of the Gospel;
 - 1.2 Fostering a faith community within the school;
 - 1.3 Ensuring that school staff demonstrate care and concern for each other, students, parents and the community at large;
 - 1.4 Promoting a positive relationship between parish and school, recognizing that spiritual and educational development is a shared responsibility; and
 - 1.5 Fostering the development of a positive school climate.
2. Instructional Leadership. This includes:
 - 2.1 Providing leadership in establishing goals and objectives that meet the needs of students in the school community and are compatible with those of Alberta Education and the Division; and
 - 2.2 Coordinating, facilitating and evaluating both the instructional program and the teaching practices in the school.
3. Managerial Role. This includes:
 - 3.1 Setting the climate in which human growth can flourish;
 - 3.2 Organizing the staff and delegating duties and responsibilities to maximize contributions; and
 - 3.3 Performing those duties required by law, Board Policy and administrative procedures.
4. Spiritual leadership will be achieved by:
 - 4.1 Promoting specific faith-building activities for staff, students and the community;
 - 4.2 Creating a spirit of care and concern for others by fostering the development and use of a vocabulary of hope;
 - 4.3 Fostering a positive school-parish relationship through communication and cooperation between the school and the parish community;
 - 4.4 Having the school reflect an atmosphere permeated with Gospel values; and
 - 4.5 Actively seeking opportunities for personal faith development.

5. Instructional leadership will be achieved by:
 - 5.1 Determining the needs of the school community and the Division;
 - 5.2 Utilizing Alberta Education guidelines to assist in goal development in response to community needs;
 - 5.3 Developing goals and objectives annually in consultation with significant stakeholders;
 - 5.4 Enhancing instructional programs and teaching practices through supervision and guidance of staff members in accordance with Board policy and administrative procedures;
 - 5.5 Encouraging staff professional growth and development;
 - 5.6 Generating and sustaining a commitment by staff and students to the learning process; and
 - 5.7 Involving parents in this shared commitment.

6. The managerial role will be fulfilled by:
 - 6.1 Providing for effective and efficient planning;
 - 6.2 Providing for effective and efficient decision-making; and
 - 6.3 Ensuring open, two-way communication between the school and its stakeholders.

Reference: Section 20, 60, 61, 113, School Act