



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 in faith and develop their God-given abilities and talents to the fullest in the spirit of the Gospel;
 - 1.2 Fostering a faith community in the school;
 - 1.3 Ensuring that school staff members demonstrate care and concern for each other, students, parents, and the community at large;
 - 1.4 Promoting a positive relationship between parish and school by 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 the 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 Organizing the staff and delegating duties and responsibilities to maximize contributions; and
 - 3.2 Performing those duties required by legislation, Board Policies, and Division Administrative Procedures.

The results to be achieved with each of the major functions are as follows:

1. Spiritual leadership will be achieved by:
 - 1.1 Promoting specific faith-building activities for staff, students, and the community;
 - 1.2 Creating a spirit of care and concern for others by fostering the development and use of a vocabulary of hope;
 - 1.3 Fostering a positive school-parish relationship through communication and cooperation between the school and the parish community;



- 1.4 Having the school reflect an atmosphere permeated with Gospel values; and
- 1.5 Actively seeking opportunities for personal faith development.
2. Instructional leadership will be achieved by:
 - 2.1 Determining the needs of the school community and the Division;
 - 2.2 Utilizing Alberta Education guidelines to assist in goal development in response to community needs;
 - 2.3 Developing goals and objectives annually in consultation with significant education partners;
 - 2.4 Enhancing instructional programs and teaching practices through supervision and guidance of staff members in accordance with Board policies and Division Administrative Procedures;
 - 2.5 Encouraging staff professional growth and development;
 - 2.6 Generating and sustaining a commitment by staff and students to the learning process; and
 - 2.7 Involving School Councils and parents in this shared commitment.
3. The managerial role will be fulfilled by:
 - 3.1 Providing for effective and efficient planning;
 - 3.2 Providing for effective and efficient decision-making; and
 - 3.3 Ensuring open, two-way communication between the school and its education partners.

Reference: Section 32, 33, 52, 53, 55, 197, 202, 203, 204, 222 Education Act
Collective Agreement