



Glenmore Christian Academy

Roles and Responsibilities of Senior Management

Policy #GCA-ORG-027 Policy Owner: Board of Directors

Date created: June 2024 Date updated: n/a

Roles & Responsibilities of Senior Management

Purpose

This purpose of this policy is to outline the Roles and Responsibilities of Senior Management. The policy has been created in response to the expectations outlined in the Private Schools Regulation Section 22 (c) (*Alberta Regulation 127/2022*). The policy reflects details that are included in the GCA Society Bylaws. If this policy and the Bylaws are in conflict, the GCA Bylaws take precedent over this policy.

Definition of Senior Management

At GCA, the only position to be considered 'Senior Management' is the Head of School. This is the only employee position directly hired by the Board.

Delegation of Board Authority to the Head of School

It is the Board's responsibility to establish governance policies and meet its fiduciary duty of care. Implementation of Board Policies and the development of administrative and operational policies are the responsibility of the Head of School as outlined in the Head of School's Job Description.

All Board authority delegated to staff is delegated through the Head of School, so that all authority and accountability of staff is considered to be the authority and accountability of the Head of School.

Personal Requirements of the Head of School

The Head of School should reflect the following characteristics:

- Has received Jesus Christ as his/her personal Savior
- Is in wholehearted agreement with the school's Statement of Faith and Biblically integrated Christian philosophy of education
- Is a role model in Christ-like attitude, speech and actions towards others. Is above reproach and is committed to Biblical standards for all matters of conduct.
- Recognizes the role of parents as the primary caregiver and responsible before God for their Children's education and is prepared to partner with them in that task.
- Has the gift of listening and responding appropriately to the counsel of others
- Is actively involved and faithfully attending First Alliance Church in Calgary, AB



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Responsibilities of the Head of School

The Head of School shall be charged with supervising and administering the day-to-day operations of GCA and shall report to the Board Chair. This includes being the primary interface with Alberta Education. The Head of School shall attest annually in writing to the Board Chair as to his or her acceptance of, and adherence to, the Statement of Faith of the Christian & Missionary Alliance.

Other responsibilities of the Head of School include:

- Implement the Mission, Vision and Values of GCA as set forward by the Board of Directors
- Provide leadership to a planning process designed and intended to assure GCA's readiness and ability to provide a well-rounded academic and spiritual experience for students
- Research, analyze and promote educational trends being implemented locally, provincially and around the world
- Serve as chief communicator between the Board, the principals, parents and community stakeholders
- Oversee the implementation of school policies and collaboratively review with faculty and parents in order to make recommendations for changes to the Board of Directors
- Review and approve all fundraising efforts in collaboration with the Executive Director of Finance, and the Board of Directors
- Supervise the principals in the execution of their roles including the evaluation of their performance
- Hear appeals for disciplinary actions taken against students or teachers
- Approve official school reports and documents bearing the GCA Logo
- Annually sign, and follow the commitments outlined in GCA-ORG-020-HOS Commitment

Evaluation of the Head of School

The Head of School will be evaluated annually by the Board of Directors based on the existing job description.

Glenmore Christian Academy (GCA), is a ministry of First Alliance Church of the Christian and Missionary Alliance. We share a foundational belief that all people are loved by God and are individually unique. GCA has a mission, in partnership with parents and families, to help students strive for their God-given potential in all aspects of their person: spiritual, academic, physical, social, emotional and moral. In accordance with our Statement of Faith, we believe in the infallible Holy Bible, which establishes the only rule of Christian faith and practice. We believe in personal salvation through faith in Jesus Christ's crucifixion and resurrection. We believe that Jesus calls us to care for each other, and to continue His good work as disciples who love one another. We show our love by our actions, evidenced daily throughout our school. We serve the Calgary community, and provide humanitarian support for the impoverished, oppressed, and marginalized around the world.