

INTRODUCTION

The Alberta Teachers' Association believes that the school administrator's role is to facilitate teaching and learning by acting as

- **an educational leader** who helps develop, promote and maintain a shared vision for the school community;
- **an instructional leader** who supports and ensures high-quality teaching;
- **a decision maker** who is responsible for establishing an appropriate collaborative, decision-making model for the school;
- **a manager** who is responsible for organizing and operating the school to ensure a safe, effective and efficient learning environment;
- **an advocate** who promotes the school and public education in the community; and
- **a colleague** who works with teachers to provide an educational culture conducive to student learning and professional growth.

In recognition of administrators' unique needs, the Association provides specialized services, which are described below.

MEMBER SERVICES

The Association has established the position of Associate Coordinator, Member Services—Administrator Assistance to provide administrators with advice on procedural issues related to discipline, transfers and terminations and to help administrators resolve internal disputes with their school staff. In addition to helping administrators resolve difficulties related to their own employment, the Association provides administrators with advice concerning their role in personnel and/or legal matters involving their staff members.

The associate coordinator, Konni deGoeij, works out of Barnett House in Edmonton and can be contacted there. Administrators in southern Alberta can contact Brenda Haubrich, at the Southern Alberta Regional Office (SARO).

In addition, all Member Services executive staff officers are able to provide advice to individual administrators about their particular concerns.

TEACHER WELFARE

Teacher Welfare staff are assigned to assist administrators with questions and issues concerning their collective agreement and benefits. Teacher Welfare staff can advise administrators who have concerns about a staff member who may require medical leave or accommodation employment.

PROFESSIONAL DEVELOPMENT

The Association offers several workshops and seminars to help administrators fulfill their leadership responsibilities and improve their schools. There is also a corps of practising administrators who deliver workshops to other administrators. For a list of workshops currently being offered, go to the website and see the "Professional Development" section in the left hand column on the home page and click on "Workshops, Courses and Presentations." This section also includes a link to "Conferences and Events" and "Professional Growth Supervision and Evaluation", items which may also be of interest to administrators.

COUNCIL ON SCHOOL ADMINISTRATION (CSA)

Regular membership in CSA is either awarded automatically as part of active ATA membership or is available for \$50 per year as an additional specialist council membership.

CSA sponsors the Western Canada Educational Administrators' Conference (WCEAC) and the Banff Leadership Seminar. As well, regionals of the CSA offer professional development activities throughout the year. CSA also publishes the *Leadership Times* for its members.

EDUCATIONAL LEADERSHIP ACADEMY (ELA)

The academy is a five-day summer program for principals, assistant principals and others in leadership positions. ELA is sponsored by the Association and its Council on School Administration. Issues and topics change each year but focus on themes of ethical leadership, effective communication and healthy working relationships.

LEADERSHIP ESSENTIALS FOR ADMINISTRATORS CONFERENCE

This conference, for new school administrators, provides a comprehensive orientation to school leadership. Delegates learn about their roles and responsibilities and their professional and legal obligations within the Alberta context.

LEGAL ISSUES FOR ADMINISTRATORS SEMINAR

This annual seminar provides school administrators with a greater understanding of basic legal principles and obligations applicable to the educational setting. School administrators can learn about important issues within the framework of the law as it exists today and how the law impacts them and those to whom they relate every day—students, teachers, central office staff and parents.

ASSOCIATION SERVICES FOR SCHOOL ADMINISTRATORS



LIBRARY SERVICES

Administrators are encouraged to use the Association's extensive professional library, which has materials in both English and French. Library staff will research topics, gather information and send library materials to members upon request.

LEADERSHIP UPDATE

Several times a year the *Leadership Update* is sent to all administrators in a school mailing. The update provides information from ATA/CSA on current issues and initiatives.

ON-LINE RESOURCES FOR SCHOOL-BASED ADMINISTRATORS

There are a number of resources for school-based administrators on the Association's website. See the "Resources For . . ." section on the home page and click on "School-Based Administrators." There is also a list of Association publications that contain information of interest to administrators and can be either viewed or ordered on-line.

CONTACTING THE ASSOCIATION

Barnett House

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Local calls 780-447-9400
Toll free in Alberta
1-800-232-7208
Fax 780-455-6481

Southern Alberta Regional Office (SARO)

3016 5 Avenue NE Suite 106
Calgary, Alberta T2A 6K4
Local calls 403-265-2672
Toll free in Alberta
1-800-332-1280
Fax 403-266-6190

Website—www.teachers.ab.ca

E-mail—General inquiries about the ATA or its services should be sent to postmaster@ata.ab.ca

Inquiries about specific programs should be directed to the program areas:

- Government: government@ata.ab.ca
- Professional Development: pd@ata.ab.ca
- Member Services: ms@ata.ab.ca
- Teacher Welfare: tw@ata.ab.ca
- ATA Library: library@ata.ab.ca
- Teacher Qualifications Service: tqs@ata.ab.ca

The Association will not respond to e-mail requests for specific advice relating to individual cases. Requests for advice must be made in writing, by phone or in person.



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