LEGAL ISSUES FOR ADMINISTRATORS SEMINAR
This semi-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 affects them and those to whom they relate every day—students, teachers, central office staff and parents.

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 principals in a school mailing. The update provides information on current issues and initiatives.

ONLINE RESOURCES FOR SCHOOL-BASED ADMINISTRATORS
There are a number of resources for school-based administrators on the Association’s website. For descriptions, click on the homepage at www.teachers.ab.ca, then click on For Members >> Programs and Services >> Resources for...
Under the Publications tab there is a list of Association publications that contain information of interest to administrators. They can be either viewed or ordered online.

CONTACTING THE ASSOCIATION
BARNETT HOUSE
11010 142 Street NW
Edmonton, Alberta T5N 2R1
Local calls 780-447-9400
Toll free in Alberta 1-800-232-7208
Fax 780-455-6481

SOUTHERN ALBERTA REGIONAL OFFICE (SARO)
106, 3016 5 Avenue NE
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:

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<tr>
<td>Government</td>
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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.
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, described as follows.

MEMBER SERVICES

The Association has established the position of associate coordinator—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 works out of Barnett House in Edmonton and can be contacted there. In addition, all Member Services executive staff officers, both in Barnett House and the Southern Alberta Regional Office (SARO), 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 agreements 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. A list of workshops and presentations currently being offered can be found on the ATA website. Click on For Members > Programs and Services > Resources for… > School-Based Administrators. For professional development opportunities which may be of interest to administrators, click on For Members > Professional Development > Conferences and Events.

COUNCIL FOR SCHOOL LEADERSHIP (CSL)

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

CSL sponsors the ULead Conference and the Banff Leadership Seminar. As well, regions of the CSL offer professional development activities throughout the year. CSL 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 for School Leadership. 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.