



THE EDUCATION CENTRE - AURORA

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September 4, 2018

Rita Russo
Superintendent of Education
Leadership Development

Dear Rita,

The Board of Trustees and the Senior Team have worked collaboratively with our community to renew our Strategic Plan. As a leadership team, we have aligned the Director's Annual Plan and Board Improvement Plan to meet the priorities and goals outlined by trustees. Additionally, we have successfully put into routine practice the Minister's Directions. In short, our leadership team is poised to align our efforts and work, to collaborate with precision and diligence to ensure positive outcomes are met for students, families and staff.

As the Superintendent for Leadership Development, you are responsible for system leadership development opportunities, certain aspects of human resource services and system event planning.

To enhance our alignment of purpose, I am asking that you work on the following specific priorities during the 2018-2019 school year that complement your role as Superintendent of Leadership Development:

- Act as champion for issues under your direction and provide timely and responsive support to stakeholders focused on resolution.
- Lead the Vice Principal Selection process for the 2018/19 school year.
- Lead the Vice Principal and Principal appointment and transfer process for the 2018/19 school year.
- Collaborate with the Associate Directors and Superintendent colleagues to review and transform the administrator appointment and transfer process for the 2019/2020 school year.
- Collaborate with the Associate Directors and Superintendent colleagues to view and transform the administrator promotion processes for the 2019/2020 school year.
- Collaborate with the Coordinating Superintendent of Indigenous Education and Equity and Superintendent of Human Resource Services to implement the recommendations made in the Employment Equity Audit.
- Review and refresh the Leadership Development Strategy to include a focus on Ethical Leadership.

- Develop resources to support the refreshed Leadership Strategy actions for all employee groups.
- Action Goal 6 in the Director's Annual Plan (DAP) to develop a collective understanding of ethical leadership.
- Develop a monitoring tool to measure the impact of DAP Goal 6 and Key Action 6.1: School and Board staff engage in critical self-reflection to examine their leadership for ethical practices.
- Support Corporate Management and Professional Staff with the development of Department Improvement Plans that align with the Director's Annual Plan.
- Align professional learning needs of all aspiring, experienced and newly appointed system leaders to enable them to serve their schools and departments to a high degree of service and competence.
- Lead the creation of department plans that align to the Director's Annual Plan and include all elements of a logic model inclusive of data and evidence.
- Embed evidence gathering and monitoring in all elements of your practice.
- Support the planning, monitoring and execution of the 2019 Quest: Indigenous Education and Equity.
- Plan, monitor, implement and report back to the Ministry on the use of 2018/19 Professional Development Training Funds for CUPE 1196 and 1734 staff.
- Review and amalgamate Student Leadership and Student Voice Conferences into one student focused event that will meet consolidated goals.
- Plan, Action and Review Annual Board events to celebrate student and staff contributions and milestones (Teacher of the Year, Student Success, Annual Awards Dinner, Retirement Dinner).

I ask you to consider the above priorities and develop an implementation plan that includes timelines, outcomes and performance indicators. In our weekly meetings, I will ask that you provide updates to progress as appropriate.

Thank you for your leadership Rita and I look forward to working alongside you in the 2018-2019 academic school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clayton La Touche', written in a cursive style.

Clayton La Touche
Associate Director of Education,
Schools and Operations