



ELK ISLAND CATHOLIC SCHOOLS

SUPERINTENDENT OF SCHOOLS/CEO SEARCH

The Board of Trustees invites applications for the position of Superintendent of Schools/CEO for Elk Island CS Regional Division No. 41. Duties will commence May 1, 2012 or as mutually agreed.

The Division

At Elk Island Catholic Schools (EICS), our mission is to develop educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences.

EICS serves the Alberta communities and surrounding areas of Camrose, Fort Saskatchewan, Strathcona County (Sherwood Park) and Vegreville.

We offer these Catholic educational opportunities to approximately 5,300 students. There are 16 schools throughout the Division, two in Camrose, three in Fort Saskatchewan, nine in Strathcona County and two in Vegreville. The Division employs approximately 300 teachers and 267 other staff, with an operating budget of \$59 million.

Seven trustees representing parents and taxpayers provide governance and overall direction for the Division.

The Division Office is centrally located in Sherwood Park.

The Region

This is the region in which Alberta's "Industrial Heartland" and Elk Island National Park are located. Farm, acreage and city living provide diversity and options. It is an area with a colourful history and a very promising future.

Ready access to the City of Edmonton and the international airport makes this an especially attractive location. The area is renowned for its hosting of sporting and cultural events. Opportunities for educational, recreational and artistic pursuits abound in the region!

The Candidate

The Board seeks a practicing, faith-filled Catholic to lead this progressive Division. An ability to effectively communicate and to work easily and effectively with education partners, parents, the parishes and the community is essential. A servant leader who is student-focused will find this an exciting opportunity.

Successful leadership experience in a broad range of positions and/or the principalship or central office is required. The successful candidate will meet provincial requirements including completion of a Master's degree and eligibility for Alberta teaching certification.

A decisive, visionary leader committed to a collaborative approach to decision-making and who has a proven ability to inspire trust and confidence in his/her leadership is required.

A compassionate, inspiring individual who sets high standards, effectively leads change efforts, and seeks constant improvement will be an excellent fit for this position.

More Information

For more information visit our web site at: www.eics.ab.ca

The competition will remain open until a suitable candidate is found. Applications received prior to December 9, 2011 are assured careful consideration.

Applications

Email in PDF format by December 9, 2011 a cover letter, résumé, most recent evaluation, a list of at least three recent education references, and one current pastoral reference to:

Mr. Terry Gunderson
Alberta School Boards Association
E: tgunderson@asba.ab.ca
P: 780.451.7116



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IDEAL CANDIDATE PROFILE

1. Education:

- A Master's degree as a minimum
- Must qualify for teacher certification in the province of Alberta
- Knowledgeable of current educational issues and trends
- Models life-long learning

2. Professional Experience:

- Exceptional teaching record
- Broad-based leadership experience and/or experience in the principalship or Central Services
- Commitment to Catholic education with preference for leadership experience in a Catholic district

3. Catholicity:

- Practicing faith-filled Catholic; a witness to the faith
- Displays theological knowledge
- Encourages the spiritual growth of all staff and students
- An active member of the church community
- Advocate for Catholic education
- An understanding and embracing of our Christ-centered philosophy

4. Student Focus:

- Devoted to meeting student needs first
- Ensures the delivery of quality education to every student
- Strong commitment to student achievement in all curricular areas
- Committed to citizenship and character development of students

5. Leadership Skills:

- Consistently and clearly articulates the Division's mission and inspires people to work toward that mission
- A visionary; an innovator
- Instructional leadership capability
- Strategic planning skills
- Ability to optimize financial operations for maximum student advantage
- Ability to supervise financial operations

Leadership Skills (continued):

- Ability to work effectively with the Board of Trustees
- Provides balanced, candid reports to the Board
- Ability to work with Alberta Education and other partners – local, regional and provincial
- Knowledgeable and supportive of rural and small urban education issues
- Politically astute; strong public relations skills
- Ability to mentor staff for maximum effectiveness and to utilize their unique gifts, strengths and talents
- Ability to maintain high visibility within the Division
- Committed to a collaborative approach to decision-making, balanced with the strength to make necessary difficult decisions
- Capacity to work effectively with parents and School Councils within the community context
- Ability to lead change resulting in positive outcomes for students
- Sets high standards and holds her/himself and others accountable for meeting those standards
- Ability to nurture a positive organizational culture for the Division
- Proven ability to inspire trust and confidence in his/her leadership
- Servant leadership style

6. Communication Skills

- Strong oral and written communication skills
- Effective listener, diplomatic, receptive to feedback and willing to provide same
- Solicits, interprets and utilizes feedback effectively
- Provides clear direction
- Refined conflict resolution skills

7. Personal Skills and Attributes:

- Well-developed interpersonal skills
- Supportive team-building skills
- Committed to continuous improvement of self, others and the organization
- Demonstrates and values ethical behavior
- Strengths in planning, delegating, time management, assignment of responsibilities and ensuring successful completion of tasks
- Effective technology skills
- Celebrates the accomplishments of others
- A confident person of conviction
- Maintains a healthy balance between personal life and work