



**Applications are invited for the position of:  
Assistant Superintendent of People Services  
for Wolf Creek Public Schools**

Duties to commence August 2026, or as mutually agreed.

**\*\*Applications must be submitted via Apply To Education. Please visit the link [HERE](#) to create an account and submit an online application.\*\***

Wolf Creek Public Schools (WCPS) invites applications from experienced, dynamic and progressive leaders for the position of Assistant Superintendent - People Services. This position oversees the Division's recruitment and staffing requirements, including leadership development and induction programs, to meet the educational needs of a student population of 7,300 students in 30 schools across the Division with a workforce of approximately 1000.

#### **About the Position**

Guided by the Division's mission statement, vision, mandate, beliefs and values, the Assistant Superintendent - People Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *Education Act* and Board policy. The Assistant Superintendent - People Services will report directly to the Superintendent of Schools and will lead the creation and implementation of People Services strategies and best practices that enables WCPS to attract, develop and retain highly talented, engaged and motivated employees to support the Division's goal of "Creating Success for ALL Learners."

#### **The ideal candidate will be responsible for:**

Training of administrators and the development of leadership capacity within the Division, including:

- Providing effective Teacher and School Administrator Induction/Mentorship Programs.
- Conducts the selection process and participates in the selection panel for all school-based administrative positions.
- Establishes the frameworks for supervision and evaluation of all personnel.
- Reviews Principal Professional Growth Plans, as requested by the Superintendent.
- Administers all employment contracts in the best interests of the Division, including leaves, transfers, and transition to retirement.
- Supports the implementation of the annual school review and goal-setting processes.
- Develops metrics to measure the effectiveness of the People Services programs in driving organizational performance.



- Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- Oversight of employee relations, staff wellness, and staff leaves of absence
- Investigates and facilitates the resolution of concerns and conflicts.

A detailed role description for the Assistant Superintendent - People Services can be found at this link: [Role of Assistant Superintendent - People Services](#).

### **The Candidate**

The successful candidate will have an exemplary background as a student-centered educator who is highly skilled in building positive working relationships while leading systemic change initiatives. They should be well versed in People Services practices and legislation, possess the ability to direct operations, resources, and personnel in the interest of all students and in alignment with the Division's vision and priorities.

The successful candidate will have excellent interpersonal skills, a strong work ethic, a commitment and proven ability to improve measurable student achievement and an exemplary record as a Principal.

Commitment to career-long professional learning and ongoing critical reflection to identify opportunities for improving school leadership, teaching, and learning is expected.

The successful candidate must qualify for an Alberta teaching certificate and hold a Master's degree.

### **More Information**

The Division: [www.wolfcreek.ab.ca](http://www.wolfcreek.ab.ca)

### **Applications must include:**

- Cover Letter
- Resume
- Curriculum vitae
- Five (5) references

This position will remain open until a suitable candidate is determined, however, applications received by **Friday, January 30, 2026 at 12:00 P.M.** will be given special consideration.

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