



# **PEMBINA HILLS SCHOOL DIVISION**

**Superintendent of Schools | Opportunity Profile**

Division Office – Barrhead, Alberta



## SUPERINTENDENT OF SCHOOLS/CEO SEARCH

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Due to the retirement of our Superintendent of Schools, the Pembina Hills Board of Trustees invites applications for the position of Superintendent of Schools/CEO for Pembina Hills School Division.

Commencement Date: September 1, 2026 (or as mutually agreed).

### About Pembina Hills School Division

Pembina Hills School Division (PHSD) serves the communities of Barrhead, Swan Hills, and Westlock; the Village of Clyde; the County of Barrhead No.11; Westlock County; portions of Woodlands County and Big Lakes County; and a portion of the M.D. of Lesser Slave River No.124.

PHSD serves approximately 3,500 students across 11 community schools, two Hutterite colony schools, and two outreach schools. Within select community schools, students can access specialized programming, including public Christian education and French Immersion. In addition, PHSD provides distance education to approximately 5,000 students annually through Vista Virtual School.

Our division is supported by a dedicated team of more than 230 FTE certificated staff and nearly 340 support staff, and is governed by a board of six elected Trustees. The Division Office is centrally located in Barrhead, approximately 120 km northwest of Edmonton.

Guided by our motto, "**Together We Learn**," Pembina Hills is recognized for its excellence in programming. We strive to prepare every learner for a dynamic future—one defined by optimism, hope, and limitless possibilities.

PHSD's operating budget for 2025-2026 is \$66 million.

For more information, visit [pembinahills.ca](http://pembinahills.ca).

### The Region

PHSD is located in a vibrant region of Alberta, rich in natural resources and diverse landscapes, cultures, and communities. Community life is supported by a broad range of amenities, sports complexes and excellent medical services.

The area offers spectacular scenery and abundant recreational opportunities, including camping, hiking, canoeing, skiing, hunting, fishing, golfing and much more. Major centers

provide quality recreational and cultural facilities, while ready access to the capital region and the international airport make it an attractive location to live and work. With a rich history and a promising future, this part of Alberta combines natural beauty, community viability, and opportunity.

## **The Candidate**

The Board seeks a student-centred, dynamic, innovative, visionary leader who can build on current division strengths, is highly visible in schools, can lead meaningful engagement with the Board of Trustees, staff and communities, and can work collaboratively with Alberta Education and Childcare and other partners.

This highly ethical, life-long learner will be committed to continuous improvement, will ensure accountability of self and others, develop leadership capacity for team-oriented decision-making and possess an ability to nurture a division culture marked by staff wellness and positive working relationships and have a desire to live within the division.

## **Qualifications**

- Master's Degree in Education or related field.
- Holds, or is eligible for, an Alberta Teaching Certificate and SLQS Leadership Certification.
- Minimum of five years of experience in senior administration or equivalent leadership experience.
- An additional five years of experience in K-12 teaching or administration.
- Deep understanding of, and experience in, assessment practices, curriculum, and learning initiatives.
- Experience using data to drive continuous school improvement.
- Demonstrated experience building relationships with Indigenous communities and organizations.
- Knowledge of best practices in educational leadership.
- Familiarity with the operations and life of a rural school division.
- Knowledge of education finance.
- Completion of Vulnerable Sector and Intervention Record Checks.
- Good standing with the College of Alberta School Superintendents.



## Desired Skills and Attributes

- Ability to lead, engage, and collaborate with the Board of Trustees, the staff, and the community in defining and achieving student success and outcomes.
- Exceptional communication, facilitation and listening skills, with a focus on building trust and authentic relationships within the division, across provincial government ministries and with local communities, who will take the time to feel the “heartbeat” of our communities.
- Demonstrated commitment to student and staff growth, well-being, and the creation of safe, inclusive, and equitable learning environments.
- Clear vision for a modern, forward-thinking school division and an entrepreneurial approach to leadership.
- Strong belief in providing all students access to a robust educational experience, including academic, artistic and physical programming.
- Understanding of fair and equitable allocation of fiscal resources.
- Ability to serve as a conduit of clear, transparent communication between the Board of Trustees, the broader community and staff based on sound governance principles.

## Leadership Style

- Is a dynamic, relational, and accomplished leader who fosters meaningful engagement and the open exchange of ideas.
- Demonstrates innovative and visionary leadership, building on the division’s strengths while positioning the organization for future success.

- Leads with strong personal and organizational integrity and demonstrates a deep commitment to ethical leadership.
- Embraces transparent and collaborative decision-making while having the confidence and courage to make necessary and sometimes difficult decisions.
- Is committed to continuous improvement and lifelong learning for themselves, staff, and the division as a whole.
- Is a passionate advocate for public education and student success.
- Values and actively builds leadership capacity across the division, empowering staff at all levels.
- Maintains a visible and engaged presence in schools and communities throughout the division.
- Builds respectful, trusting relationships with students, staff, families, school councils, and community partners within a diverse community context.
- Serves as a positive ambassador for the division and represents the organization with credibility and professionalism.
- Is politically astute and able to work effectively with Alberta Education and Childcare and other provincial partners.
- Works collaboratively with local, regional, provincial, national, and international partners to support educational excellence.
- Demonstrates sound stewardship of public resources and the ability to optimize financial resources for maximum student benefit.
- Understands the evolving role of technology and supports its effective use to enhance learning and organizational effectiveness.
- Builds and maintains a respectful, collaborative, and productive working relationship with the Board of Trustees.
- Models and promotes a healthy balance between professional responsibilities and personal well-being.



## Compensation

The annual salary range is set in accordance with the *Superintendent of Schools Regulation AR 98/2019*. Years of education and a candidate's range of experiences will be considered when determining salary. If chosen for an interview, additional details would be discussed.

PHSD also offers a paid vacation period and benefits package in accordance with the compensation regulations.

## Express Your Enthusiasm

**Closing date: April 3, 2026**

To apply, please submit a letter of application and a comprehensive Curriculum Vitae to:

**Brian Callaghan**

*Consultant to the PHSD Board of Trustees*

Email: [Stratocaster17@shaw.ca](mailto:Stratocaster17@shaw.ca)

403-707-8180

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*