

SUPERINTENDENT OF SCHOOLS / CEO

THE OPPORTUNITY

Northland School Division (NSD) is seeking a dynamic Superintendent of Schools / CEO to provide strategic and values-based leadership for the Division. Reporting to the Board, the Superintendent will partner closely with Trustees and stakeholders to advance NSD's vision alongside First Nations, Métis, and Inuit communities, honoring treaties, Métis settlements, and Indigenous self-determination. This role is central to building a student-focused division that inspires educational innovation and cultivates safe, inclusive, and supportive learning environments.

The Superintendent will lead the expansion and modernization of the Division, advance diversified practices and strengthen IT and remote learning while fostering relational accountability through authentic partnerships with staff, school leaders, students, families, community partners, Elders, Knowledge Keepers, and Indigenous leaders. A committed advocate for Indigenous education, the Superintendent will support the revitalization of Indigenous languages and advance meaningful Truth and Reconciliation initiatives, working effectively across cultures with an understanding of the lasting impacts of residential schools. Guided by Indigenous ways of knowing, and a decolonizing, trauma-informed lens, the Superintendent will cultivate inclusive learning environments that honor Indigenous cultures and histories, while providing strong fiscal leadership through oversight of budgets and financial reporting. Key strategic priorities will include the Denesuline Academy, the Northland Collegiate Program, and the expansion of the Northland Online School.

The Division headquarters are in Peace River, Alberta, but they are open to having this position based out of their office in Edmonton or Peace River. Frequent inter-school travel is also required.

THE ORGANIZATION

Northland School Division (NSD) operates 18 schools and an outreach program, Career Pathways in Wabasca, serving about 1,700 students, with 95% of First Nations, Métis, and Inuit heritage, across northern Alberta communities such as Anzac, Calling Lake, Conklin, and Wabasca. With 153 teachers and 235 staff, NSD's budget for the 2025-2026 school year is \$57.1 million. Governed by a nine-member elected Board of Trustees, the Division emphasizes culturally responsive, land-based learning co-designed with Indigenous communities to reflect local cultures, languages, and knowledge.

Vision

Children first

Values

Courage - Sohkeyihtamowin - Netleth

To have the power of strong will and character to face adversity. To never give up, to persevere. Courage is the ability to face danger, fear or changes with confidence and bravery.

Humility - Tapahteyimowin - Édënëshchapile

Never to think that we are more important than anyone else. Freedom from pride and arrogance. Humility is being humble.

Honesty - Kwayaskyesihcikewinihk - Wats'I zile

To do things in an upfront and upright manner. Honesty is speaking and acting truthfully and thereby remaining morally upright.

Respect - Pakakatisowin - Boritcha

The basic law of life is to respect all people at all times. Special respect is given to elders and parents. Show respect to all of nature, every living thing. Respect is the condition of being honored.

Wisdom - Iyinisowin – Huya

To have a deep and comprehensive understanding of the spiritual, mental, physical and emotional aspects of being. Wisdom is the ability to make decisions that balance all aspects of being.

Truth - Tapewewin - Eltth'iyati

The act of telling the truth. Truth is to know and understand all that the seven teachings have been given to us by the Creator and to remain faithful to them.

Love - Sakeyhtowin - Neghānestā

Expression of love, intense feeling of deep affection. Love must be unconditional.

Commitment

To inspire students to be the best they can be by providing outstanding holistic educational opportunities, with amazing staff and strong partnerships with families and communities.

More on the [Executive Team](#)

More on the [Education Plan](#)

To learn more about the Northland School Division, visit their website at www.nsd61.ca

RESPONSIBILITIES

The Superintendent will have specific responsibilities for:

Student Learning

- Provides leadership in all matters relating to education in the Division.
- Ensures students in the Division can meet or exceed the standards of education set by the Minister.
- Aligns Division resources and builds organizational capacity to support First Nations, Métis, and Inuit student achievement.
- Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning, and citizenship.
- Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students.
- Provides leadership in implementing education policies established by the Minister and the Board.
- Acts as, or designates, the attendance officer for the Division.
- Supports the integration of indigenous pedagogies, land-based learning, and culturally responsive curriculum across the division.

Student Wellness

- Ensures that each student is provided with a welcoming, caring, respectful, and safe learning environment that is culturally safe, trauma-informed, and affirming of indigenous identity.
- Ensures that the social, physical, intellectual, cultural, spiritual, and emotional growth needs of students are met in the overall school environment.
- Supports healing-centered, strength-based pathways that address the legacy of residential schools and support intergenerational well-being.
- Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division.

- Ensures the facilities adequately accommodate Division students.

Fiscal Responsibility

- Ensures the fiscal management of the Division by the Secretary-Treasurer is in accordance with the terms or conditions of any funding received by the Board under the Education Act or any other Act.
- Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- Directs the preparation and the presentation of the budget.
- Ensures the Board has current and relevant financial information.
- Directs the preparation of the Three-Year Capital Plan for submission to the Board.

Personnel Management

- Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.
- Monitors the performance of all staff and ensures appropriate evaluation processes are in place.
- Supports staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis, and Inuit and all other students.
- Ensures the coordination and integration of human resources within the Division.
- Ensures that each staff member and the contractor is provided with a welcoming, caring, respectful, and safe working environment that respects diversity and fosters a sense of belonging.

Policy/Administrative Procedures

- Provides leadership in the planning, development, implementation, and evaluation of Board policies.
- Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations, and procedures.

Superintendent/Board Relations

- Engages in and maintains positive, professional working relations with the Board.
- Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

- Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- Provides the information and counsel that the Board requires to perform its role.
- Keeps the Board informed on sensitive issues in a timely manner.
- Attends and/or designates administrative attendance at all committee meetings.
- Demonstrates respect, integrity, and support, which is conveyed to the staff and community.

Strategic Planning and Reporting

- Leads a generative and relational strategic planning process that meaningfully engages indigenous communities from the outset.
- Assists the Board in determining the present and future educational needs of the Division through the development of short- and long-range plans.
- Involves the Board appropriately (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval).
- Implements plans as approved.
- Reports regularly on results achieved.
- Develops the Annual Education Results Report/Assurance Plan for Board approval.

Organizational Management

- Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial, and Board mandates and timelines.
- Reports to the Minister with respect to matters identified in and required by the Education Act and provincial legislation.
- Reviews, modifies, and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- Builds an organizational structure and promotes a division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- Facilitates collaboration with First Nations, Métis, and Inuit leaders, organizations, and communities to establish strategic policy directions in support of optimal learning success and development of First Nations, Métis, and Inuit and all other students.

Communications and Community Relations

- Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- Builds and sustains relationships with First Nations, Métis, and Inuit parents/guardians, Elders, local leaders, and community members.
- Actively advances truth, reconciliation, and indigenous educational sovereignty through action, not symbolism.
- Acts as the Head of the organization for the purposes of the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public to keep the Division's messages consistent and accurate.

Leadership Practices

- Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.
- Develops and maintains positive and effective relations with national, provincial, and regional government departments and agencies.
- Ensures that meaningful collaboration arises from relationships built on trust, honesty, and respect.
- Understands historical, social, economic, and political implications of:
 - Treaties and agreements with First Nations.
 - Agreements with Métis.
 - Residential schools and their legacy.
- Site visits.

QUALIFICATIONS

Essential Qualifications (Alberta Education Requirements)

- Bachelor of Education.
- Master's degree from an Alberta university or equivalent.
- Permanent Leadership Certificate.
- Superintendent Leadership Certification, or ability to complete within three years.
- Minimum three years' experience in an Alberta school system or equivalent.

- Membership in the Alberta College of School Superintendents.

Essential Experience & Capabilities

- Demonstrated experience leading school establishment or complex organisational start-ups.
- Deep knowledge of SLQS competencies and system-level leadership.
- Proven leadership in curriculum.
- High-level expertise in student wellbeing, inclusion and behavioural frameworks.
- Strong stakeholder leadership across government, community and industry.
- Sound financial oversight including budgets and funding models.
- Ability to speak Cree, Dene or Michif is considered an asset.

Northland School Division strongly encourages applications from First Nations, Métis, and Inuit candidates and values lived Indigenous experience and cultural knowledge as a significant asset in advancing the Division's mandate.

KEY COMPETENCIES

- Promotes partnerships with First Nations, Métis, and Inuit governance and organizations, and is knowledgeable and supportive of Indigenous culture, and demonstrates cultural humility, self-reflection, and accountability in their leadership practice.
- Ability to work effectively with various partners, including Alberta Education, Alberta Indigenous Affairs, Department of Indigenous and Northern Affairs, and others at local, regional, provincial, and federal levels.
- Displays distributive leadership skills, sets high expectations for all students, and is an ethical leader who demonstrates personal and corporate integrity.
- Excellent interpersonal, communication and conflict resolution skills, a demonstrated ability in instructional leadership, strategic planning and fiscal management, together with high standards of ethical conduct and emotional intelligence.
- Committed to a collaborative, transparent approach to decision-making, balanced with the strength to make necessary difficult decisions, and demonstrates excellent problem-
- Committed to building strong working relationships within the Division, nurturing a positive organizational culture, and working synergistically with an elected nine-member Board.
- Committed to continuous improvement of self, others, and the organization, and has the capacity to develop the leadership potential of others through coaching and

monitoring supports.

- Ensures accountability of self and others, delegates effectively follow through on decisions made and is politically astute.
- Demonstrates life-long learning and servant leadership, maintains an effective process of staff evaluation and has strong interpersonal and organizational skills.

FOR MORE INFORMATION, PLEASE CONTACT

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