Yellowknife Catholic Schools (YCS) is seeking a highly motivated and exceptional educator to lead its senior administrative team.

Superintendent

The Yellowknife Catholic Schools Board is the governing education body for Yellowknife Catholic Schools, as legislated under the *Education Act*. Yellowknife Catholic Schools (YCS) provides schooling for approximately 1450 students in three schools. YCS employs approximately 171 administrators, teachers and support staff and has an annual budget of over $25 million.

The Superintendent and staff of the Central Services Office provide professional advice; educational, administrative, technical and financial services. They also support and assist school administrators, staff, stakeholders, members of the public, students and their families in order to ensure the delivery of quality educational programs and services.

The Superintendent is the Chief Executive Officer and the Chief Education Officer and is accountable to the Board of Trustees for the conduct and operation of Yellowknife Catholic Schools. All Board authority delegated to the staff of the District is delegated to the Superintendent.

There are nine positions that report to the Superintendent: the two Assistant Superintendents - Business and Learning, four Coordinators and three Principals. The Superintendent oversees the operations of schools within the school district. The areas in which the Superintendent is involved include budget development and management, student achievement evaluation, teacher hiring and terminations, instructional program review and facility management. The Superintendent ensures that educational standards are being met and district goals are met in each school.

The Superintendent works closely with principals at each school to create and implement policies and divide resources among all schools within their district. The Superintendent meets with the Board on a regular basis to report on concerns and issues and to review budget considerations.

The Superintendent must be a practicing Catholic and, preferably, be bilingual (French).
Yellowknife Catholic Schools

YCS seeks expression of interest for the position of Superintendent. A full job description is available on request to Janet Toner, Assistant Superintendent - Business, (janet.toner@ycs.nt.ca).

The ideal candidate will:

- Possess an undergraduate degree in education
- Qualify for or hold a NWTTA Professional Teaching Certificate
- Possess a Masters degree in education or related field
- Have a minimum of 5 years in Senior Education Administration
- Have K-12 teaching/administrative experience
- Be a practicing Catholic
- Preferably be bilingual (French)
- Have knowledge of curriculum and learning initiatives
- Have knowledge of best practices in educational leadership
- Have knowledge of inclusive schooling
- Have knowledge of the Indigenous language and culture curriculum
- Have knowledge of education finance

Applications received by 4:00 pm on March 22, 2019 will be assured careful consideration.

Please submit a cover letter, curriculum vitae, a pastoral reference, and a list of three professional references including all applicable contact phone numbers to:

Janet Toner, CPA, CA  
Assistant Superintendent - Business  
Superintendent Selection Committee  
Yellowknife Catholic Schools  
P.O. Box 1830, 5124 - 49th Street  
Yellowknife NT X1A 2P4  
Tel (867) 766-7404  
Fax (867) 766-7401  
Email: janet.toner@ycs.nt.ca

When submitting your application, clearly indicate if you are practicing Catholic and if you qualify under the Yellowknife Catholic Schools’ Affirmative Action Policy.