



SUPERINTENDENT OF SCHOOLS/CEO SEARCH

Due to the impending departure of our Superintendent, the Board of Trustees invites applications for the position of Superintendent of Schools/CEO for the Wolf Creek Public School Division. Duties will commence September 1, 2021 or as mutually agreed.

The Division

Wolf Creek Public Schools is an easy drive from either of Alberta's two major cities, Calgary and Edmonton. Located in the heart of Central Alberta's parkland, the Division straddles Highway 2, just minutes from the city of Red Deer.

Division office is located in the town of Ponoka (population nearly 7,500), approximately 60 km north of Red Deer, which is our closest major urban center. Six trustees are elected to serve the communities in Alix, Bentley, Blackfalds, Bluffton, Clive, Eckville, Lacombe, Ponoka, Ponoka County and Rimbey.

The Division employs approximately 440 teachers and serves approximately 7,500 students in 21 regular schools, 3 outreach schools, 5 Hutterite Colony schools, and 1 hospital school.

The Division's operating budget for 2020-21 is approximately \$90 million.

The Region

Agriculture and related research and service industries engage most of the work force in our area. The oil patch, petrochemical, construction, retail trade, and service occupations also employ a considerable number of people. In addition, the Ponoka Centennial Centre for Mental Health and Brain Injury is a significant employer.

All communities provide a wide range of amenities for all ages, including golfing, quality recreational facilities, fishing, museums, and tourist attractions.

The Candidate

The Board seeks an inclusive visionary transparent team-builder who will generate trust through personal and corporate integrity. This collaborative Division-focused leader will engage effectively with staff, parents and partners, and work productively with the Board while respecting and facilitating the Board's chosen governance role. This individual will successfully lead change efforts and seek continuous improvement.

Candidates must qualify for Alberta teacher certification, a Superintendent Leadership Quality Standard certificate, hold a relevant Master's degree and have an exemplary, broad-based record of educational leadership success.

More Information

www.wolfcreek.ab.ca

This competition will remain open until a suitable candidate is found. However, applications received by January 22, 2021 will be assured of careful consideration.

Applications

Email applications by January 22, 2021, including a cover letter, resume, and a list of at least five references together with complete contact information, in a **single pdf file** to:

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

Academic Qualifications

- ◆ Master's degree in Education, or related area
- ◆ Must qualify for or hold teaching certification in the province of Alberta
- ◆ Must qualify for or hold the Superintendent Leadership Quality Standard in Alberta
- ◆ Knowledgeable about current Alberta legislation, educational research, issues, and trends

Professional Experience

- ◆ Significant, successful, broad-based educational leadership experience, preferably as a system and a school-based administrator
- ◆ Possesses direct supervisory experience, including knowledge of current classroom conditions
- ◆ Knowledgeable and supportive of rural and urban education differences and issues
- ◆ Knowledgeable and supportive of First Nations, Metis and Inuit culture, education and issues
- ◆ Significant, successful experience working with people of diverse cultures and backgrounds

Student Focus

- ◆ Ensures that each student is provided with a quality education within a welcoming, respectful, safe, caring and inclusive learning environment that fosters and maintains respectful and responsible behaviours
- ◆ Maximizes student learning and student engagement
- ◆ Identifies and addresses learning and relational gaps
- ◆ Committed to student achievement and success in all curricular areas as characterized by outstanding leadership, exemplary staff performance, and learning excellence
- ◆ Maintains a commitment to CTS programming for students
- ◆ Committed to developing twenty-first century learners
- ◆ Promotes positive mental health, social-emotional learning, and healthy relationships within schools and community

Rural/Urban Education

- ◆ Committed to serving in a geographically large and diverse area
- ◆ Recognizes the diversity and interests of Division schools
- ◆ Committed to a diversity of programming in rural/urban settings

Leadership Style/Skills

- ◆ Is a people-focused leader
- ◆ Is an ethical individual who demonstrates personal and corporate integrity
- ◆ Continually demonstrates supportive teambuilding skills
- ◆ Supports the Board's direction in generative governance and community engagement
- ◆ Possesses excellent verbal and written communication skills, as well as active listening skills
- ◆ Demonstrates commitment to innovative and visionary leadership, building on current Division strengths; a "big picture" thinker

- ◆ Committed to a collaborative, transparent approach to decision-making, balanced with the strength to make necessary difficult decisions
- ◆ Builds leadership capacity at all levels within the Division
- ◆ Enhances teacher collective efficacy
- ◆ Sets high standards and holds her/himself and others accountable for meeting those standards
- ◆ Proven ability to effectively work with administrators, staff, parents, and school councils
- ◆ Establishes positive relationships with community-based agencies for the mutual benefit of students
- ◆ Is a positive ambassador within and for the Division
- ◆ Displays the attributes of emotional intelligence
- ◆ Maintains the comprehensive and integrated workplace wellness initiative and models a healthy balance between career and personal life

Board Relations

- ◆ Keeps the Board informed
- ◆ Displays an ability to facilitate the Board's work in governance and policy matters
- ◆ Contributes to a healthy, positive effective Board-Superintendent working relationship; one that welcomes constructive debate in pursuit of advancing Board priorities
- ◆ Works with the Board to ensure a system approach to shared decision-making
- ◆ Assists the Board in the development of a vision and in its short- and long-term planning
- ◆ Provides balanced and candid reports to the Board on issues and outcomes
- ◆ Completes tasks requested by the Board in a timely and efficient manner
- ◆ Deals with issues and reports back on outcomes; enhances Board success

Management Skills

- ◆ Respectfully plans for Division improvement in a forward-looking and visionary manner
- ◆ Demonstrates exceptional skills in planning, time management, delegation of duties, and ensuring successful completion of tasks
- ◆ Has the ability to structure the organization for maximum effectiveness
- ◆ Looks at issues from diverse perspectives and considers alternatives
- ◆ Maintains effective Human Resources processes, including hiring and staff evaluations
- ◆ Ensures effectiveness of the Division's emergency plans and administrative systems
- ◆ Ensures the fiscal and physical assets of the Division are well managed
- ◆ Ensures an effective balance between front line classroom support and Division operational needs in budget allocations and Division plans
- ◆ Ensures quality and timely reporting is completed as required by Alberta Education

Communication/Community Engagement

- Promotes strong community engagement in a manner which strategically advances the interests of the Division, including exploring opportunities for collaborative partnerships at all levels
- Clearly articulates and inspires a shared vision throughout the Division
- Develops, in collaboration with the Board, a strong public relations program within the community
- Demonstrates strong communication and facilitation skills, including networking and public engagement
- Is approachable and has the capability to work effectively with administrators, staff, parents, and school councils within the community context