

DIRECTOR, EDUCATION PROGRAMS

Due to retirement and restructuring, Pembina Hills School Division invites applications for the position of **Director, Education Programs**. Duties will commence **January 2022** or as mutually agreed upon.

The Division

Pembina Hills School Division is a dynamic and innovative Division with a commitment to its mission - to deliver an excellent education to our students so they become ethical and responsible citizens. We are a close-knit community where we strive to create positive learning environments where students are comfortable and safe and where parents are encouraged to be involved in their child's education.

Within the geographic area of Barrhead, Westlock and Swan Hills, Pembina Hills School Division serves 3,400 students in 11 community schools, 2 Hutterite colony schools, and 2 outreach centres.

A very unique factor of our Division is that we operate an online school – Vista Virtual School – that serves students across the province.

Please visit our website at <https://www.pembinahills.ca/>

The Position

The Director of Education Programs supervises the Division education programs to maintain continuous improvement focused on engaging learners and success for every student. This position's responsibilities would comprise the following:

- the Accountability Pillar including education planning, annual education results reporting, school year calendars and satisfaction surveys;
- Curriculum including program of studies, results analysis, literacy and numeracy strategies, assessment and reporting, learning resources and staff development;
- Support to the Superintendent and System Administration including participating on the Senior Administration team and responding to requests from the Superintendent related to programs, protocols, and practices associated with Education Services.

The Candidate

Pembina Hills School Division is seeking an energetic and progressive leader with a commitment to public education and to the Division's mission, beliefs, and priorities. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a contributing team player, and will ensure accountability of self and others.

The candidate will have:

- demonstrated integrity, exemplary interpersonal, organizational, technological, communication, and conflict resolution skills,
- have the ability to proactively represent the Division and its interests with Alberta Education and other stakeholders,
- extensive knowledge of Division planning and reporting processes
- knowledge of Alberta Program of Studies
- knowledge and experience in school administration

- ability to facilitate continuous improvement to programs, service outcomes and delivery systems,
- advocate and role model for ongoing Professional Learning

The selected candidate must hold a valid Alberta teaching certificate and have a Master of Education. The candidate will also have proven, successful School Administration experience.

For a view of the position profile, [click here](#).

Applications

This competition will remain open until a suitable candidate is found but all prospective applications will be considered for review up until November 29, 2021 at 4:00 PM.

Pembina Hills School Division has implemented AP 20-07 Workplace Health and Safety: COVID 19 Hazard Control Vaccination Status. Effective November 1, 2021, subject to the exemptions listed in the AP, all new hires will be required to be Fully Vaccinated prior to their first day of work and provide proof thereof.

For further information, please contact Mike Borgfjord, Superintendent at 780-674-8507 or Brett Cooper, Assistant Superintendent, Human Resources at 780-674-8525.

Apply at: <https://pembinahills.simplication.com/>

If you require assistance with the application process, please call Simplification
@ 1-877-900-5627

PLEASE NOTE:

- Your resume should include a list of **references** with permission for Pembina Hills School Division to contact any or all references.
- **Original Criminal Record Check including Vulnerable Sector** (dated within one year) must be provided prior to employment.
- **Original Intervention Record Check** (dated within one year) – issued by Child & Family Services Authority must be provided prior to employment.
- **Verification** of Education and relative experience is required.

We thank all applicants for their interest. Only those shortlisted will be contacted.