



## SUPERINTENDENT OF SCHOOLS/CEO ST. THOMAS AQUINAS RCS REGIONAL DIVISION No. 38

The Board of Trustees invites applications for the position of Superintendent/CEO for St. Thomas Aquinas Roman Catholic Schools. Duties will commence August 1, 2018 or as mutually agreed.

### The Division

Here in St. Thomas Aquinas Roman Catholic Schools, our mission is, *"Rejoicing in the way of Christ, we nurture a love of learning in faith-filled Catholic schools!"* Our vision is, *"Souls seeking Christ on a journey of faith, learning and love."* Arriving at these statements was a wonderful journey and one the Board of Trustees is proud to say reflects our students and staff, parents and parish partners.

The Division extends across a broad geographical area in central Alberta. We currently serve more than 4,000 students attending 12 schools located in the communities of Beaumont, Drayton Valley, Lacombe, Leduc, Ponoka and Wetaskiwin. We have seen several consecutive years of enrollment growth and have opened two new schools in the past two years. Over 400 dedicated and committed staff deliver exceptional educational programming permeated with the Catholic faith.

A seven-member Board of Trustees has a strong commitment to providing extensive Catholic educational opportunities for all students, responding to the diversity and uniqueness inherent in the Division. French Immersion programming has expanded significantly within the Division in recent years.

The Division's operating budget for 2017/18 is approximately \$46,000,000.

The Division's central office is located in the City of Leduc.

### The Region

Ready access to the international airport and the City of Edmonton makes this an especially attractive location. The area is renowned for its hosting of sporting and cultural events. Opportunities for educational, recreational and artistic pursuits throughout the year abound in the region!

Farm, acreage and city living provide diversity and options. It is an area with a colourful history and a very promising future.

### The Candidate

A practicing, faith-filled Catholic is required to lead this progressive Division; to implement the Division's mission and priorities and to provide strong, innovative leadership in a team-oriented setting. An ability to effectively communicate and to work easily and productively with the Board, staff, parents, education partners, the parishes and the community is essential. A servant leader who is student focused will find this an exciting opportunity.

This position will be of interest to a highly skilled individual who is compassionate, inspiring, collaborative and accountable. The successful candidate will be a visionary who sets high standards, successfully leads change efforts, and seeks continuous improvement.

Important attributes include: strong witness to the Catholic faith, high standards of ethical conduct, a commitment to Catholic education, excellent interpersonal, communication and administrative skills, a demonstrated superior ability in instructional leadership, strategic planning and fiscal management, and a commitment to Board governance.

The successful candidate must qualify for Alberta teaching certification, hold a Master's degree in education or a related area, and have broad-based leadership experience, with preference for leadership experience in a Catholic school division at the school system level.

### More Information

[www.starcatholic.ab.ca](http://www.starcatholic.ab.ca)

This competition will remain open until a suitable candidate is found. Applications received prior to February 5, 2018 are assured careful consideration.

### Applications

Email by February 5, 2018, a cover letter, curriculum vitae, most recent evaluation, and a list of at least five education references plus one current pastoral reference in a single PDF file to:

**Mr. Terry Gunderson**  
**Alberta School Boards Association**  
**E: [tgunderson@asba.ab.ca](mailto:tgunderson@asba.ab.ca) P: 780.451.7116**



## ST. THOMAS AQUINAS RCS REGIONAL DIVISION NO. 38

### SUPERINTENDENT OF SCHOOLS/CEO SEARCH

#### IDEAL CANDIDATE PROFILE

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##### **Education**

- A master's degree is required; doctoral studies would be an asset
- Must qualify for teacher certification in the province of Alberta
- Knowledgeable of current legislation, educational research, issues and trends

##### **Professional Experience**

- Exceptional teaching record
- Experience in French Immersion programming would be an asset
- Broad-based leadership experience
- Commitment to Catholic education, with preference for leadership experience in a Catholic school division at the school-system level

##### **Catholicity**

- Practicing, faith-filled Catholic: a witness to the faith
- Promotes permeation of Catholic faith within the Division
- Demonstrates theological knowledge and is able to communicate his/her faith formation
- Encourages the spiritual growth of all staff and students
- Ensures the provision of high-quality education to every student in a welcoming, caring, respectful, safe and inclusive environment
- An active and highly visible member of the church community
- Advocates for Catholic education

##### **Leadership Skills**

- Consistently and clearly articulates the Division's mission and inspires people to work toward that mission
- Has an understanding of and supports the roles of the Board and the Executive Team
- Able to work with the Board and stakeholders to support the vision that results in a unique culture for the Division that reflects Catholic values and beliefs
- Able to be an innovator in leading change efforts that result in the realization of Division priorities
- Instructional leadership capability: student-centered approach and commitment to continuous improvement of high-quality Catholic instruction
- Strategic and capital planning skills for a growing school division
- Politically astute, with the ability to proactively and collaboratively network and form partnerships
- Able to optimize financial operations to the maximum benefit of students, within fiscal constraints

- Able to work with Alberta Education and other partners at local, regional and provincial levels
- Able to mentor staff to foster maximum effectiveness for the organization, encouraging them to use their unique gifts, strengths and talents
- Committed to a collaborative approach to decision-making and to consultation
- Be visible and purposefully involved in schools and school communities
- Sets high standards and holds her/himself and others accountable for meeting those standards
- Has demonstrated the ability to inspire trust and confidence in his/her leadership

### **Indigenous Education**

- Sensitive to and possessing an understanding of Indigenous cultures
- Committed to improving academic achievement of First Nations, Métis and Inuit students

### **Urban/Rural Education**

- Supportive of and knowledgeable about urban and rural education issues
- Committed to serving in an urban/rural environment spread over a large geographic area, which requires travelling to these communities
- Respects the uniqueness of communities and is committed to diverse programming
- Able to unite multiple schools toward common Division priorities and purpose

### **Personal Skills and Attributes**

- A person of high integrity
- Strong interpersonal skills
- Communicates effectively and directly with the Board of Trustees; and with students, and staff working at all levels within the Division
- Supportive team-building skills
- Refined conflict resolution and issues management skills
- Committed to continuous personal and professional improvement for her/himself, other staff, and the organization
- Consistently models ethical and moral behaviour
- Strong organizational skills
- Celebrates the accomplishments of others

## Policy 12

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### ROLE OF THE SUPERINTENDENT

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Superintendent reports directly to the Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to staff is delegated through the Superintendent.

The Superintendent is designated as the FOIP head under the Freedom of Information and Protection of Privacy Act.

#### Specific Areas of Responsibility:

1. Faith Leadership
  - 1.1 Models the active involvement of a practicing Catholic in a Catholic parish community and ensures students and staff are provided opportunities for spiritual development within the Division.
  - 1.2 Follows, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles.
2. Student Welfare
  - 2.1 Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
  - 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
  - 2.3 Ensures the facilities adequately accommodate Division students.
  - 2.4 Acts as, or designates, the local attendance officer for the Division.
3. Educational Leadership
  - 3.1 Provides Catholic leadership in all matters relating to education in the Division.
  - 3.2 Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
  - 3.3 Implements education policies established by the Minister and the Board.
4. Fiscal Responsibility
  - 4.1 Ensures the fiscal management of the Division by the Treasurer is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or Regulation.
  - 4.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

- 4.3 Prepares the annual budget for the consideration of, and adoption by, the Board, which reflects Board priorities.
- 5. Personnel Management
  - 5.1 Has overall authority and responsibility for all personnel-related issues, save and except the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
  - 5.2 Monitors and improves the performance of staff.
  - 5.3 The Board of Trustees authorizes the Superintendent to suspend the services or terminate the employment of all certificated and non-certificated staff, which suspension or termination shall be conducted in accordance with the requirements of section 61 (3) of the School Act, and which decision shall not be appealable to the Board of Trustees.
- 6. Policy/Administrative Procedures
  - 6.1 Provides support in the planning, development, implementation and evaluation of Board policies.
  - 6.2 Develops, maintains and communicates Administrative Procedures that are consistent with Board and provincial policies, regulations and procedures.
  - 6.3 Informs the Board of revisions to the Administrative Procedures Manual.
- 7. Superintendent/Board Relations
  - 7.1 Establishes and maintains positive professional working relationships with the Board.
  - 7.2 Respects and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy, including the provision of information the Board requires in order to perform its role.
  - 7.3 Brings a recommendation to the Board on all items that require a Board decision.
- 8. Three-Year Planning and Reporting
  - 8.1 Leads the strategic planning process, including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
  - 8.2 Involves the Board appropriately (Board approval of process and timelines, opportunity for Board input early in the process, final Board approval).
  - 8.3 Reports regularly on results achieved.
- 9. Organizational Management
  - 9.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
  - 9.2 Reports to the Minister with respect to matters identified and required by the School Act.

- 9.3 Builds an organizational structure and promotes a Catholic Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 10. Communications and Community Relations
  - 10.1 Takes appropriate actions to ensure open, transparent and positive external and internal communications are developed and maintained.
  - 10.2 Keeps the Board informed through the provision of appropriate monitoring reports.
  - 10.3 Ensures that parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- 11. Leadership Practices
  - 11.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Minister.
  - 11.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.
  - 11.3 Develops and maintains positive and effective relations with “sister” Board administrations.

Legal Reference: Section 14, 45, 113, 114, 115, School Act