



St. Thomas Aquinas Catholic Schools

Invites applications for two

Assistant Superintendents

1 - Human Resources

2 – Learning Services

Duties to commence August 1, 2024

The Division, with its office in the City of Leduc, serves approximately 4,700 students in 12 schools that are in the communities of Leduc, Beaumont, Drayton Valley, Wetaskiwin, Ponoka and Lacombe.

Reporting to the Superintendent, the successful candidate will be a faith-filled Catholic leader and key member of the senior leadership team, working toward the achievement of the Division's Mission, Vision, Goals and Priorities.

Human Resources

Primary duties related to Human Resources include but are not limited to:

- Assisting the Superintendent with the leadership and management of the Division.
- Responsibility for the administration of Human Resources related to the three divisional employee agreements.
- Oversight, supervision and direction of the Director of Technology and the Division Safety Officer.
- Assisting in the recruitment, hiring, and onboarding of all staff.
- Working with the Division Safety Officer to ensure the Division complies with all applicable legislation and has appropriate emergency response plans.
- Acting as a resource to school administration related to school leadership, instruction, and improvement.
- Development and revision of administrative procedures, and other guiding documents.
- Demonstrating effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.

Learning Services

Primary duties related to Learning Services include but are not limited to:

- Assisting the Superintendent with the leadership and management of the Division.
- Overseeing, supervising, and providing direction on all aspects of the implementation of the Division learning agenda, which includes Faith, Learning, Counselling, First Nation, Metis, Inuit Education and Teacher Professional Learning.
- Overseeing and providing direction of specialized programs and services including, but not limited to, early learning programs, programs for students with special needs, English as an Additional Language programs, intervention programs, learning support facilitators, student attendance and other programs that support students at-risk.
- Development and revision of division administrative procedures, and other guiding documents.
- Providing leadership, data analysis and direction to support the Division's strategic direction including the planning process, the development of education plans, results reports, and other strategic documents.
- Demonstrating effective organizational skills that support the Superintendent in ensuring the Division's compliance with all legal, Ministerial and Board mandates and timelines.
- Working to ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.

The Successful Candidates will:

- Be a practicing Catholic able to lead in the area of faith.
- Possess a master's degree in education and is eligible for an Alberta Teaching Certificate and Leadership Certification.
- Have at minimum three years' experience as a school administrator; experience as a system leader would be an asset.
- Demonstrate leadership and supervisory abilities.
- Possess superior communication and interpersonal skills.
- Have broad-based leadership experience; experience in a variety of K to 12 settings would be an asset.
- Have experience in current supervision, evaluation and reporting practices.
- Possess knowledge of current research-supported promising practices in effective teaching and learning.
- Have experience and knowledge of Alberta Education reporting expectations, deadlines, and initiatives.

When submitting your application, please clearly indicate which position you are applying for OR if you wish to apply for both positions.

Qualified applicants are to forward, electronically, their resume, most recent evaluation, pastoral reference and three (3) professional references, as 1 PDF document by 12:00 p.m., April 11, 2024, to:

Charlie.bouchard@starcatholic.ab.ca

Superintendent

Interviews for selected candidates will occur on April 22 and April 23

Only those selected for an interview will be contacted.

Criminal Record Checks and Child & Family Services Authority Intervention Record Checks are required at point of hire and must meet acceptable divisional guidelines for candidates to qualify for employment with the Division.

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