

SUPERINTENDENT/CEO

LOCATION: Lakeshore School Division Office, Eriksdale, Manitoba

CONTRACT: 1.0 FTE (Assistant Superintendent until June 30th, 2019 and then moving to the Superintendent position on July 1st, 2019)

START DATE: January 2nd, 2019

DESCRIPTION: Due to the pending retirement of the Superintendent, the Board will hire an Assistant Superintendent until June 30th, 2019 and then to take over the Superintendent position on July 1st, 2019. The Assistant Superintendent will work under the direction of the current Superintendent to be mentored for the superintendent position as of July 1st, 2019. As the Superintendent, the successful candidate will report to the Board of Trustees and provide leadership in all matters relating to the education, operations and fiscal management in the Division. The successful candidate will lead the division's senior management team.

The Superintendent of Lakeshore School Division is responsible for all aspects of the Division's operations, including but not limited to:

- **EDUCATIONAL LEADERSHIP:** Provides leadership in all matters relating to education in the Division.
- **FISCAL RESPONSIBILITY:** Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- **PERSONNEL MANAGEMENT:** 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.
- **POLICY:** Provides leadership in the planning, implementation and evaluation of Board policies.
- **SUPERINTENDENT/BOARD RELATIONS:** Establishes and maintains positive professional working relations with the Board.
- **STRATEGIC PLANNING AND REPORTING:** Leads the Strategic Planning process including the development of Division goals, budget, facilities and transportation plans and implements plans as approved.
- **ORGANIZATIONAL MANAGEMENT:** Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.

- **COMMUNICATIONS AND COMMUNITY RELATIONS:** Takes appropriate actions to ensure positive internal and external communications are developed and maintained.
- **LEADERSHIP PRACTICES:** 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.
- **STUDENT WELFARE:** Ensures the facilities adequately accommodate Division students.

Desired Attributes:

- Proven advocacy for individual student needs;
- Demonstrated ability to promote, support and sustain innovation and change that is focused on improving student achievement;
- Capacity for hard work and willingness to take initiative;
- Ability to make difficult decisions and the courage to do what is best for students;
- Demonstrated understanding of both rural communities and indigenous cultures;
- In-depth understanding of current research and trends in instructional practice, curriculum, and strategies to improve student success;
- Demonstrated commitment to meaningful consultation and collaboration with all members involved in public education;
- Ability to work collaboratively with division and school staff to analyze data and set division and school goals for continuous improvement;
- Ability to resolve complex matters that arise and adjust to changing environments to effect best solutions;
- Experience with fiscal compliance to revenue and budgets;
- Organizational effectiveness with the efficient delivery of support and services through operational departments;
- Currency with legislative requirements and educational developments;
- Experience with the development of strategic plans to deliver on the mandates of the Board;
- Outstanding interpersonal, communication, and organizational skills;
- Experienced educator in a kindergarten to grade 12 level with different levels of responsibility;
- Experienced administrator in program development, implementation and school administration;
- Completed or working on a master's degree in education or working towards same or an equivalent combination of experience & education;
- Valid Manitoba teacher's certificate.

For more information, please contact Ms. Janet Martell, Superintendent/CEO at martelj@lakeshoresd.mb.ca

If you have the qualifications and meet the skills and requirements for the position, and are confident in your ability to be successful in this position, we invite you to explore this opportunity.

Please forward an application package that includes a detailed résumé, a one-page document outlining your perspective regarding this position and what you will bring to it, three current professional references and three character references to:

Jim Cooper
Board Chair, Lakeshore School Division
Box 100
Eriksdale, MB R0C 0W0
Phone: (204) 372-6459
Email: lambert@lakeshoresd.mb.ca

Or candidates may apply online at www.applytoeducation.ca

Application deadline: Friday, August 24th, 2018 at 2:00 p.m.

We thank all who applied for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers.

Successful candidates must complete a Criminal Record and Child Abuse Registry check prior to commencing employment.