



Due to extenuating circumstances the Edmonton Catholic Board of Trustees has extended the receipt date for applications to February 23, 2020 as you will see in the revised electronic advertisement. You will also note that duties will commence September 1, 2020 or as mutually agreed.

SUPERINTENDENT OF SCHOOLS

With the announced retirement of its chief executive officer, Edmonton Catholic Schools is now seeking a successor. Duties will commence September 1, 2020 or as mutually agreed.

The Superintendent of the Edmonton Catholic Separate School Division is responsible for the administration of the second largest Catholic school division in Alberta with 95 schools within the City of Edmonton. With a budget of almost 528 million dollars, this publicly funded School Division educates over 44,000 students, from Kindergarten to Grade 12.

Our Division's foundation is expressed within our Mission Statement which includes our beliefs, our Vision, the Eight Characters of Catholic Education and our Core Values.

The Division, an Alberta Top 75 Employer, has a reputation for excellence in student achievement, strong administrative leadership as well as a well-defined governance function for the Board.

Reporting to the Board of Trustees, the Superintendent's primary mandate and key leadership role includes:

- Enhancing the development of the Division based upon Micah 6:8; to act justly, to love mercy and to walk humbly with our God;
- Promoting a vibrant Catholic and spiritual climate and culture in the Division;
- Ensuring a strong connection with the Catholic Archdiocese of Edmonton and the Ukrainian Catholic Eparchy of Edmonton;
- Working with the Council of Elders in addressing the Truth and Reconciliation Commission Calls to Action;
- Enhancing educational programs and services, the efficient use of resources and the effective performance of personnel, on a continuous basis;
- Providing guidance and support to the Board of Trustees particularly with respect to strategic planning;
- Providing the Board with timely, accurate Accountability Reports that address all relevant Board policy;
- Nurturing an organization which is principled, rational, collaborative, self-disciplined and innovative.

The successful candidate will be....

- An active, practicing Catholic who is strongly committed to Catholic education;
- A knowledgeable educator and results-focused leader, dedicated to instructional and academic excellence, and respectful of Indigenous cultures;
- An effective communicator, team builder, problem-solver and visionary;
- An administrator with a minimum of 15 years relevant experience in the field of education and with experience at a senior administrative level;
- Experienced in working with government departments, and with Boards and committees;
- In possession of a relevant Master's degree;
- In possession of, or prepared to obtain, the Alberta Education Superintendent Leadership Quality Standard designation.

The competition will remain open until a suitable candidate is found. Applications received by February 23, 2020 are assured of careful consideration. Email a cover letter, curriculum vitae, a list of at least three recent references, plus one current pastoral reference to:

Mr. Terry Gunderson, Alberta School Boards Association

E-mail: tgunderson@asba.ab.ca

Phone: 1-780-451-7116



Superintendent of Schools Search

Ideal Candidate Profile

The following profile identifies the faith commitment, education, experience, personal attributes and leadership qualities of the ideal Candidate for the Superintendent's position for Edmonton Catholic Separate School Division.

Catholicity

- Knowledgeable, practicing and active Catholic
- Committed to promotion of publicly funded Catholic education
- Background in Theology and/or Religious Studies would be an asset
- Possesses spiritual humility
- Through faith, demonstrates and fosters mutual respect
- Committed to growth through faith formation
- Values Catholic education as a vocation

Education

- Minimum of a Master's Degree (preferably in Education)

Professional

- Be in possession of, or be eligible for, a valid Alberta Teaching Certificate
- Be in possession of, or eligible for a Superintendent Leadership Certificate

Experience

- Minimum of 15 years in the education field
- System leadership experience
- Competence in business and operational functions of a large organization

Personal Attributes

- Models the attributes of a servant leader
- Visionary, creative and innovative thinker
- Strong sense of commitment, dedication and loyalty
- Courage to take risks and make difficult decisions
- Collaborative, inclusive and open-minded
- Ability to work under stress and tight timelines
- Strong sense of social justice
- Humility, empathy and emotional intelligence
- Models a professional and positive image
- Upholds the moral values of the Catholic faith
- Personable, approachable, compassionate and welcoming
- Attentive listener and articulate communicator
- Strong analytical and strategic thinker
- Systemic and systematic problem solver
- Transparent, trustworthy and authentic
- Politically astute
- Committed to continuous, personal and professional development



**EDMONTON
CATHOLIC SCHOOLS
LEADERSHIP QUALITY STANDARDS**

I. Catholicity:

1. Ensures that a Catholic philosophy of education permeates all aspects of Division and school life.
2. Models Gospel values in deeds, actions and decisions.
3. Ensures that the Division Religious Education Program is effectively implemented and evaluated, and that daily prayer is part of Division and school communities.
4. Works cooperatively with the Catholic Archdiocese of Edmonton and the Ukrainian Catholic Eparchy of Edmonton.
5. Actively participates in liturgical celebrations.
6. Ensures that Division and school facilities reflect our Catholicity.

II. Fostering Effective Relationships:

1. Promotes a strong culture that reflects the dignity and worth of all stakeholders.
2. Promotes collegial relations with the Council of Elders, the Ministry and government officials.
3. Demonstrates fairness, integrity and genuine caring for others while cultivating a climate of mutual respect.
4. Demonstrates responsibility for all students and acts in their best interests.
5. Models and promotes open, inclusive dialogue and demonstrates informed collaborative and consultative decision making.
6. Uses effective communication, facilitation, and problem-solving skills.
7. Supports processes for improving relationships and dealing with conflict.
8. Adheres to professional documents of conduct.
9. Demonstrates commitment to staff wellness and wellbeing and promotes work-life balance and mental health for all.

III. Instructional Leadership:

1. Ensures that all students have ongoing access to quality teaching and learning opportunities to meet the provincial goals of education.
2. Demonstrates a sound understanding of current pedagogy and curriculum. Implements strategies to address documents which support student achievement. Ensures that student assessment and evaluation practices are fair, appropriate and balanced.
3. Implements effective supervision and evaluation to ensure that all teachers consistently meet the Alberta Teaching Quality Standard.
4. Ensures that appropriate pedagogy is utilized to support student diversity.
5. Ensures that students have access to appropriate programming based on their individual learning needs.

6. Implements and models new and emerging technologies to support teaching and learning.
7. Ensures that teachers and other staff communicate and collaborate with parents and community agencies, where appropriate, to support student learning.
8. Supports the use of community resources to enhance student learning.
9. Nurtures and sustains a culture that values and supports learning.
10. Promotes and models life-long learning for students, teachers and staff.
11. Fosters a culture of high expectations for students, teachers and staff.
12. Promotes and facilitates meaningful professional development for teachers and staff.
13. Ensures parents and stakeholders are informed and involved in student learning.

IV. Manages Operations and Resources:

1. Manages operations and resources to ensure a safe and caring, and effective learning environment.
2. Effectively plans, organizes and manages human, physical and financial resources and identifies the areas of need.
3. Ensures operations align with legal frameworks such as: provincial legislation, regulation and policy; as well as Division policy, directives and initiatives.
4. Utilizes principles of teaching, learning and student development to guide management decisions and the organization of learning.
5. Implements effective supervision and evaluation processes to ensure that all leaders consistently meet the Alberta Education Leadership Quality Standard.

V. Visionary Leadership:

1. Advocates for the needs of twenty-first century learners.
2. Communicates and is guided by an educational philosophy that meets the needs and interests of all students.
3. Assesses and responds to the community's leadership needs in the context of the Division and schools' vision and mission.
4. Meaningfully engages the community in identifying and addressing the necessary change and innovation to support school improvement.
5. Ensures that planning, decision-making, and implementation strategies are based on a shared vision, an understanding of Division and school culture, and are in the best interests of all learners.
6. Analyzes a wide range of data to determine progress towards achieving Division and school goals.
7. Communicates and celebrates Division and school accomplishments to inspire continuous growth.
8. Promotes team building, mentorship and shared leadership within the Division and school community.
9. Understands and responds appropriately to the political, social, economic, legal and cultural contexts that impact education.