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Divisional Posting #234
November 8, 2021

ASSISTANT SUPERINTENDENT LEARNING & STUDENT SERVICES

LOCATION: Sunrise Education Centre, Beausejour, Manitoba
CONTRACT: 1.0 f.t.e. (Permanent)
START DATE: May 2, 2022 (or as soon as can be arranged thereafter)

DESCRIPTION: Reporting to the Superintendent/CEO, the successful candidate will be part of the division's senior administrative team comprised of the Superintendent/CEO and the Secretary-Treasurer. The mandate is delivery of a quality education and a positive experience for all who engage with the division. To that end, the incumbent will assist with the effective leadership and management of each of the Division's functional departments within the organization.

In cooperation with the Superintendent/CEO, the successful candidate will be assigned major areas of responsibility including but not limited to:

- Overseeing and monitoring the K-12 Curriculum and Student Services program and delivery
- Initiating, leading and coordinating the development, implementation and evaluation of appropriate curricular programs for early, middle and senior years students
- Initiating and supervising the development, provision and assessment of counselling services, resource services and specialized student services program
- Liaising, supervising and assessing clinical and divisional student services provided by the school division
- Initiating and supervising specialized professional services to support children, youth, parents and teachers with an array of Educational Support Services

QUALIFICATIONS:

- Master's degree in education or working towards same or an equivalent combination of experience & education
- Have minimum of five (5) years educational administrative experience
- Valid Manitoba teacher's certificate
- Special Education Certificate, or Special Education Coordinator's Certificate is an asset
- Experience with fiscal compliance to revenue and budgets
- Organizational effectiveness with the efficient delivery of supports and services through operational departments
- Successful experience with the development and maintenance of community relations within the Division
- Understanding of legislative requirements and educational developments
- The ability to resolve complex matters that arise and adjust to changing environments to effect best solutions
- Experience with the development of strategic plans to support the mandates of the Board
- Demonstrate a commitment to excellence in teaching and learning and success working as a member of a collaborative team
- Demonstrate a commitment to the development and support of a learning community that includes shared decision-making, school-based planning and implementation of priorities
- Possess excellent interpersonal communication, problem-solving, mediation and facilitation skills
- Have the ability to make difficult decisions and the courage to do what is best for students
- Fluency in French is an asset

- For more information, please contact Ms. Cathy Tymko, Superintendent/CEO at ctymko@sunrisesd.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 Statement of Educational Philosophy and three references to:

Darlene Lamoureux, Human Resources Coordinator

Email: dlamoureux@sunrisesd.ca

by noon on **Sunday, December 5, 2021**

**** Please indicate the posting number and your first and last name in the subject line (ie: 234: John Doe)**

****As per provincial mandate, all public school employees must be COVID19 vaccinated & adhere to masking requirements.**

It is a requirement for all new employees to provide a current Criminal Record Check and agree to a Child Abuse Registry Check. All applications are welcome, however only candidates selected for interviews will be contacted.