The Board of Trustees of the Pine Creek School Division invites applications for the permanent position of Superintendent of Schools. Duties to commence July 2, 2022 or as mutually agreed.

**Our School Division**

Pine Creek is focused on providing a comprehensive and thorough education to each student in our Division. Our students leave us with the tools to be successful in the workplace, post-secondary education, and in their life goals. High-quality instruction is delivered in 14 schools by approximately 100 teachers with assistance from 150 dedicated support staff. Pine Creek is a strong proponent of small school education and blended learning models in a technology-rich environment. We have a history of innovation in meeting the needs of all students in a rural setting.

The Division, in south-central Manitoba, includes a variety of school configurations and enrollment levels. There are 7 Hutterite community schools included in the Division’s 14 schools that are all K-12 schools.  The seven-member Board is committed to an informed governance model with the Superintendent and Secretary-Treasurer being their only two employees. This is a dual-track senior management model with extensive collaboration required between the Superintendent and Secretary-Treasurer.

The yearly operating budget for the Division is $15,000,000.

**Our Region**

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

**Our Student Focus**

* Student needs are always first
* We focus on the immediate needs of individual students while using our data to plan and implement improvements in learning
* An academic focus on literacy and numeracy is deliberately supported by programming to facilitate student engagement
* We facilitate mental health, social-emotional learning, and healthy relationships for students
* Advocates passionately for public education for all students, recognizing the importance of a diverse student population

**The Candidate**

The Board seeks an individual with broad educational leadership experience and demonstrated strong system/school leadership influence and classroom teaching proficiency.

* This position will be of interest to a highly skilled individual who demonstrates personal and professional integrity, is a student-centred, dynamic, innovative and visionary leader who can build on current Division strengths, can lead meaningful engagement with communities and can work collaboratively with Manitoba Education and other stakeholders and partners.
* This highly ethical, politically astute educator will be firmly committed to student achievement and success.
* Has a unique capability to develop leadership potential and will possess an ability to nurture a Division climate marked by staff wellness and positive working relationships.
* This individual will value an informed and involved Board, will support the leadership development of individual Board members and will demonstrate exceptional management skills.
* The successful candidate must qualify for Manitoba teaching certification, and should hold a Master’s degree in education or a related area as a minimum.

**Qualifications/Experience**

* Master’s degree in Education is preferred
* Must qualify for or hold teaching certification in the province of Manitoba
* Knowledge of current legislation, educational research, issues, and trends
* Significant, successful, broad-based educational leadership experience (including work as a system and school-based administrator)
* Possesses direct supervisory experience, including knowledge of current classroom conditions. Is familiar with the use and impact of the Danielson evaluation model for professional staff.
* Demonstrates strong school leadership and classroom experience
* Knowledgeable and supportive of rural education and cultural differences in supporting student learning
* Familiar with various system-wide and site-based decision-making models
* Demonstrated ability to use data to inform student programming in literacy, numeracy and student engagement

**Leadership**

* Demonstrates a high degree of both personal and professional integrity: is honest, sincere, humble, dependable, trustworthy, consistent, and ethical
* Committed to a collaborative, transparent approach to decision-making, balanced with the strength to make necessary difficult decisions
* Understanding and supporting all aspects of a data-informed approach to student learning (collecting, analyzing, predicting, using)
* A demonstrated understanding of Professional Learning Communities
* Committed to building strong working relationships within the Division
* Establishes a positive, healthy and safe work culture
* Sets high standards and holds her/himself and others accountable for meeting those standards
* Committed to the continuous improvement of self, others, and the organization
* Establishes positive relationships with community-based agencies for the mutual benefit of students
* Possesses excellent verbal and written communication skills, as well as active listening skills
* Positive ambassador within and for the Division
* Models a healthy balance between career and personal life

**Board Relations**

* Values working with the Board, supporting and respecting Board decisions and working to achieve Board-approved goals
* Assists the Board in the development of a vision and in its short- and long-term planning
* Advises the Board of opportunities as well as risks, challenges or threats in a timely manner
* Is able to work in partnership with the Secretary-Treasurer in developing operational and budget support for instructional goals
* Develops options and alternatives, along with their implications, to the Board for both immediate and long term planning
* Provides balanced and candid reports to the Board on issues and outcomes
* Completes tasks requested by the Board in a timely and efficient manner
* Fosters and supports the education of Board members in their role as trustees in public education
* Supports the Board’s direction in community engagement
* Demonstrates political acuity and works effectively with Manitoba Education and other Ministerial partners
* Understands and tactfully manages political situations
* Exercises common sense in consideration of various internal and external stakeholder perspectives
* Continues to develop positive working relationships with other school divisions and Manitoba Education staff

**Employee Relations**

* Can work in a collaborative and respectful manner with both unionized and non-unionized workers
* Understands the opportunities and challenges in working in a rural environment with a high degree of sparsity.

**Management Skills**

* Maintains a positive, solution-oriented climate
* Respectfully plans for Division improvement in a forward-looking and visionary manner
* Utilizes a well-developed annual planning cycle
* Exceptional skills in planning, time management, the delegation of duties, and ensuring successful completion of tasks
* Demonstrates effective change management models and processes; looks at issues from diverse perspectives and is open to alternatives
* Gives recommendations and judgments based on a sound rationale
* Involves stakeholders in a meaningful way
* Maintains effective Human Resources processes and practices, including hiring and staff evaluations
* Ensures the effectiveness of administrative systems in terms of performance management and accountability
* Supervises and evaluates Division schools, programs, and services
* Understands the fiscal and physical assets of the Division
* Ensures factual and timely reporting is completed as required by Manitoba Education
* Provides a timely notice for, and makes judicious use of, administration meetings and committee structures
* Is supportive of a site-based management model for schools

**Communication/Community Engagement**

* Working with trustees to build strong community engagement in a manner which strategically advances the interests of the Division
* Working with staff to build opportunities for collaborative partnerships at local, provincial, and national levels
* Clearly articulates and supports a shared vision throughout the Division
* Demonstrates strong communication and facilitation skills, including networking and public engagement
* Demonstrated ability to build relationships with all stakeholder groups
* Is approachable and has the capability to work effectively with administrators, staff, parents, and school councils within the community context

**Technology**

* Using G Suite for Education to support learning, management and planning in all areas
* Using Microsoft Office to support administration and management needs.

**For more information contact**

Keith Murray, Superintendent

keithmurray@pinecreeksd.mb.ca

*This competition will remain open until a suitable candidate is found. Applications received prior to February 25. 2022 are assured careful consideration.*

*Applications in a single PDF need to include a cover letter, CV and three professional references.  Applications can be emailed to* [*hr@pinecreeksd.mb.ca*](mailto:hr@pinecreeksd.mb.ca)