

Director of School Administration

Chignecto Central Regional Centre for Education, Truro, NS

[Chignecto Central Regional Centre for Education \(CCRCE\)](#) serves the educational needs of almost 20,000 students and 2,700 teachers and staff through 65 schools across the region.

On their behalf, we are seeking a senior educational leader who will provide strategic leadership in delivering services that support the mandate, objectives, and policies of CCRCE and the Nova Scotia Department of Education and Early Childhood Development.

As Director of School Administration, you will report to the Regional Executive Director and serve on the executive leadership team of senior management. You will manage the Family of Schools Supervisors, Coordinator of International Students, Information Technology Manager, and supporting staff to provide overall leadership and day-to-day management of all schools.

Working through a team of professionals, you will determine school staffing and resource needs, guide and support schools and School Advisory Councils in student success planning, and establish effective communication links with educational partners and school communities. You will also oversee IT infrastructure management and manage all initiatives related to international services. The total budget responsibility for this position is approximately \$200 million.

What qualities are needed in this role?

You must hold a valid Nova Scotia Teaching Certificate and a master's degree in an educational field. In addition, you must have a demonstrated commitment to professional development and substantial experience in senior educational leadership roles. You must also have several years' experience working as a school-based administrator.

This is a busy, front-line job with a significant budget and human resource responsibility. As such, you must have strong financial acumen, an ability to engage in difficult conversations as needed, and a belief in getting things done collaboratively with principals and the senior management team.

[A complete job description is available here.](#)

If this role interests you, please forward your resume and a letter explaining how your background and experience meet the needs of Chignecto Central Regional Centre for Education. Applications can be emailed to Gerald Walsh Associates Inc. at apply@geraldwalsh.com, quoting project number **1928** in the subject line.

CCRCE is committed to an inclusive education system that reflects the diverse communities we serve. We strongly encourage applications from candidates who have historically been excluded and under-represented, including Indigenous persons, persons with a disability, African Nova Scotians and racially visible persons, women in non-traditional roles and persons of a minority sexual orientation or gender identity.