



Southwest Horizon School Division is looking to fill the important role of Superintendent. Working closely alongside the Secretary-Treasurer, the Superintendent's role is designed to provide direction, assistance, advice and support to a learning community of schools and to ensure the advancement of the strategic plan. This work is done through collaboration, cooperation and direction from the Board of Trustees (board).

Southwest Horizon School Division consists of approximately 1,500 students and 300 total staff in 12 schools. The office is located in beautiful Souris, MB which is known for its close community feel and high quality of life. The division spans approximately 6500 square kilometers in the Southwest of Manitoba. As such the mission of Southwest Horizon is to connect with and focus on enriching the community and a commitment to learning. Feel free to learn more about us, [Southwest Horizon School Division \(shmb.ca\)](http://Southwest Horizon School Division (shmb.ca))

The Superintendent is responsible for all functions related directly to the education of students including staffing, curriculum, professional development of staff, special education, and evaluation.

The successful candidate will:

- Commit to developing a culture of learning, life-long learning opportunities, and a professional learning organization.
- Bring experience with the realities of education, instruction and the classroom.
- Have experience leading a large team of professionals. This includes knowledge of best practices of leadership, especially as it relates to human resource matters such as hiring, workforce planning, employee relations, evaluations, and development.
- Manage their time or delegating responsibilities to ensure all obligations are met to the satisfaction of the board. This includes attending and chairing a number of meetings within and outside of 'normal' business hours.
- Exemplify effective communication skills on many levels. (e.g. interpersonal, problem-solving, facilitation and technology skills.)
- Be aware of research and appropriate practice to address the diversity of student and staffing populations and to adapt programs to meet the needs of diverse communities.
- Have the ability to balance divisional needs and budgets with available resources.
- Have an awareness of the political realities and current events as it relates to public school governance.
- Commit to community participation in the operation of schools.

The Superintendent will define, with the board, a strategic vision and plan for the division that can support all aspects of education in the division. In broad terms this will include defining the values, policies and professional practices of the division while delegating responsibility for their development and operation to leadership teams, including school administrators.

Vision and Values

- Assist in establishing and maintaining a focus on the shared vision of education for the school division.
- Ensures instructional quality the top priority of the school and attempts to bring that vision to realization by following the division's strategic plan.
- Work with and engage the board in understanding its responsibilities, including its vision, and its policies in relation to learning, resource management and policy development.
- Understand and model appropriate values, demonstrate ethical behavior, and exercise moral leadership.
- Provide direction, information and recommendations for divisional planning initiatives, including the involvement of all relevant constituents in the planning process.

Governance and Policies

- Provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning.
- Interpret policies, mandates and requirements in ways that maintain the congruence between vision and practice.
- Focus on the learning and education of all children in the division, including having systems to demonstrate achievement.
- Monitor the development, application and revision of policies and procedures within the division to ensure relevance and congruency with divisional values, legislated obligations, and the mandates of the division.

Professional Practices

- Establish a framework for teaching and learning for all students in the division.
- Establish an appropriate system of assessment to monitor student performance, and to ensure the educational program meets the needs of all students.
- Establish an infrastructure of democratic practices and structures that involve school community members in broad-based, skillful participation in the work of divisional leadership.
- Ensure collaboration among multiple partners (e.g. government departments, community agencies, universities, and other provincial organizations).
- Secure essential resources, including finances, time, talent and ideas to carry out the work of the board.
- Administer and supervise the educational, Student Support Services, strategic initiatives and curriculum, personnel, and research and planning functions of the division through the provision of direction and guidance to appropriate senior administrative staff.
- Develop effective communication strategies and relationship skills with all members of the community.

The Superintendent must carry out the role in accordance with and abiding by the Public Schools Act, The Education Administration Act, The Regulations of Manitoba Education and Youth, Provincial Regulations and the policies of Southwest Horizon School Division.

Qualifications:

- Masters Degree in Education – Special Education and /or Administration or equivalent;
- Possess training and experience in education administration and preferably hold a Manitoba Level 2 Principal's Certificate, or equivalent;
- Possess demonstrated administrative skills, including the evaluation of professional staff members and programs;
- Exhibit strong interpersonal, communication, facilitation, problem-solving, and community relations skills;
- Have a good knowledge of current curriculum and instructional methodology;
- Have a good knowledge of technology and resource-based learning.

Applications can be emailed to cherylushing@shmb.ca or be mailed to the Souris Administration Office, Box 820, Souris, MB, R0K 2C0 and marked Attention: Cheryl Rushing, Board Chair.

Deadline for applications is Friday, March 24, 2023, at 4:00 p.m.

Southwest Horizon School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace, and is committed to providing reasonable accommodation to all employees and candidates. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, only candidates selected for an interview will be contacted.