

# SUN WEST SCHOOL DIVISION SEEKS A DIRECTOR OF EDUCATION



Due to the impending retirement of the incumbent, the Sun West School Division invites applications for a Director of Education commencing July 1, 2025.

Sun West is seeking an individual who has demonstrated successful leadership that has led to students learning in a positive, supportive environment, and to a high level of commitment of staff to student learning and well-being. Through a team approach, the preferred candidate will build on the many successful and innovative experiences currently taking place for students.

Sun West School Division is located on Treaty 4 and Treaty 6 territory in west central Saskatchewan and serves over 4800 students in 42 schools. Sun West has 13 kindergarten to grade 12 schools, 6 elementary schools, 3 high schools, 1 middle school, and 19 Hutterite colony schools. In Sun West, students and teachers benefit from smaller class sizes and exceptional educational opportunities. Sun West integrates its Personalized electronically Blended Learning (PeBL) philosophy into the education of students to enhance their levels of achievement and build their 21st Century Skills.

The Director of Education is the Chief Executive Officer of the Board and of the Division. The Director reports directly to the nine-member Board and is accountable to the Board for the conduct and operation of the Division. The Director is expected to be transparent, collaborative, and innovative. This will include building authentic relationships with staff, students, community organizations, and parent/caregivers.

Sun West Vision - *Success for all*

Sun West Mission - *Learning Together*

Sun West Guiding Values  
*Respect, Accountability, Collaboration,  
Lifelong learning and Leadership*





## *Duties and Responsibilities*

- **Student Welfare** - ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
- **Educational Leadership** - provides leadership in all matters relating to education in the Division and ensures students have the opportunity to meet standards of education set by the Ministry of Education.
- **Fiscal Responsibility**- ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- **Personnel Management** - ensures sound personnel management practices are in place to recruit, retain, advance and manage personnel in accordance with legislation or Board policy.
- **Policy/Administrative Procedures** -provides leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures.
- **Director/Board Relations** - establishes and maintains positive professional working relations with the Board and provides the information which the Board requires to perform its role.
- **Strategic Plan Planning and Reporting** - leads the strategic planning process including the development of Division goals, budget and facilities. Implements plans as approved and reports regularly on results achieved.
- **Organizational Management**- demonstrates effective organization skills resulting in Division compliance with all legal, Ministry of Education and Board mandates and timelines.
- **Communications and Community Relations** - takes appropriate actions to ensure positive internal and external communications are developed and maintained.
- **Leadership Practices** - practices leadership in a manner that is viewed positively and has the support of those with whom the Director works most directly in carrying out the directives of the Board and the Minister.



## *Qualifications*

- A Master of Education degree and eligibility for LEADS membership.
- Significant leadership experience in both school and division roles.
- Proven track record of career progression in education, and experience in administration, human relations, staff development and strategic planning.
- A dynamic, inquiring leader who understands teaching and learning and works with others to provide multifaceted educational programs in an inclusive learning environment. Experience with 21st Century learning competencies and personalized and online learning considered an asset.
- Rural education experience is considered an asset.
- Previous experience working with a board is considered a strong asset.

This position will be based in Rosetown, SK. Travel throughout the division is required.



## *Application Procedure*

Applications, including cover letter, résumé, and at least three professional references will be received until **12:00 noon, Thursday, January 23, 2025.**

Please direct applications and inquiries to:  
Randy Fox, Sun West Board of Education Director Search  
Email: [Fox.servingeducation@gmail.com](mailto:Fox.servingeducation@gmail.com)