



RETSO supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. Indigenous peoples, persons who are differently abled, women, members of the 2SLGBTQ+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment without regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodations to applicants who are disabled and who may experience barriers during the interview and assessment process, upon request.

Assistant Superintendent of Student Services

Bulletin No. 25A-003

January 24, 2025

Administration Offices

Full-time, 12-month position

Senior Administration Team

Effective date: August 1, 2025, or as mutually agreed

River East Transcona School Division is seeking a strategic and innovative leader for the position of Assistant Superintendent of Student Services. We are the second-largest school division in Manitoba, with more than 19,000 students and 3,500 staff, across 43 schools and four operational buildings.

Job Summary

Reporting to the Superintendent & CEO, the role of Assistant Superintendent of Student Services encompasses key senior leadership and managerial responsibilities related to the provision of student services for the school division.

Duties and Responsibilities

- Provide leadership in the development, coordination, and assessment of student services programming, including mental health, well-being, attendance, suspensions, and transitions.
- Supervise and support the identification, programming, and services for students with additional needs, ensuring seamless coordination across the division.
- Oversee professional learning and training for staff related to student services.
- Maintain and disseminate current knowledge and best practices in student services, ensuring alignment with divisional policies and provincial guidelines.
- Allocate and administer student services funding and staffing within approved budgets.
- Supervise, coach, and evaluate direct reports, including school-based administrators and divisional leaders.
- Collaborate with internal and external stakeholders, including justice, law enforcement, and health agencies, to support student success.
- Lead crisis response, accessibility initiatives, and strategies to foster a safe and caring school climate.
- Provide reports and recommendations to the superintendent on student services activities, staffing, and structural changes.
- Ensure compliance with provincial regulations and divisional procedures, including medical protocols and student placements.
- Contribute to divisional planning and initiatives as part of the senior administration team.
- Perform other duties as assigned to support the success of the division.

Qualifications, Skills, and Abilities

The successful candidate will possess an advanced degree in education and a proven ability to foster a positive and supportive work environment through the following leadership skills, attributes, and dispositions:

- Demonstrated experience in school and system leadership, with expertise in Student Services programming and a strong understanding of related legislation, policies, and trends.
- Exceptional organizational, time management, and strategic planning skills, with the ability to set priorities and manage multiple responsibilities effectively.
- Commitment to fostering a collaborative learning community, promoting shared decision-making and the achievement of divisional goals.
- Strong interpersonal, communication, and facilitation skills, with the ability to build relationships and collaborate with Trustees, staff, students, parents, government agencies, and community partners.
- Proven ability in conflict resolution and employee relations, enabling mediation of complex issues and promoting a harmonious work environment.
- Strategic thinking and problem-solving capabilities, with the ability to make courageous decisions that prioritize student success.
- Expertise in leading organizational change and building capacity for system-wide growth and improvement.
- High levels of integrity, professionalism, and ethical conduct, serving as a role model within the division.



- Proficiency with technology to support effective leadership and communication.

Conditions of Employment

- Valid teaching certificate from Manitoba, or other Canadian province or territory.
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

Working Conditions and Physical Demands

- Work is primarily in an office setting.
- May be required to work beyond normal working hours, including weekends and/or evenings.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The above statements reflect the general duties considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.

Submit résumé, including a statement of educational philosophy and four references, by
2:00 p.m. on Friday, February 7, 2025

External candidates must apply online through Job Connect.

Please visit our website at www.retsd.mb.ca – Careers.

Internal candidates must apply online through Employee Connect > Job Tab.

Mail or Email applications will not be accepted.

Consideration for this position is not necessarily limited to those who apply.

Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the job posting.