



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
**“Great Schools for Growing and Learning”**

**ASSISTANT SUPERINTENDENT, EDUCATIONAL PLANNING AND POLICY**

Full-time (100%) position commencing August 1, 2025

Reporting to the Superintendent / Chief Executive Officer, the Assistant Superintendent is responsible for contributing to the creation of a shared vision, to continually set or revise policy and procedure in support of the Division’s strategic plan and to communicate information and direction to all Divisional stakeholders.

**Associated Duties and Responsibilities:**

- To model and support the effective use of data, and advanced data analytics tools and practices in an effort to ensure appropriate focus and effective use of Division resources, and to prepare relevant documents for reporting data as required.
- To promote systems thinking, system awareness and cooperation among system components; and to assist the school principals and staffs in developing and meeting school goals that align with Divisional priorities.
- To promote and encourage a commitment to continuous improvement by continually assessing strategies, initiatives, policies and practices to ensure they reflect educational trends, legislative changes and the Board’s direction.
- To work in collaboration with the various business areas of the Division and to collect, analyze and report data in support of decision-making for all strategic change initiatives and plans in accordance with the established budget.
- To act as the lead communications strategist, to promote a positive relationship with the community, to report regularly on results achieved, and to provide general direction and oversight with respect to the Division’s communications plan.
- To oversee technology education, Continuing Education and International Education to ensure that the goals, processes and outcomes align with Divisional targets.

**Qualifications:**

- Master’s Degree in Education
- 10 Years School Administration experience at all levels
- Significant experience in instructional leadership and analytical practices
- A history of strong Interpersonal, Conflict Resolution and Teamwork skills required
- Ability to communicate in both official languages is considered an asset

Application must be made no later than **4:00 p.m., Monday, March 17, 2025**, to:

Director, Human Resources  
St. James-Assiniboia School Division  
2574 Portage Avenue, Winnipeg, MB R3J 0H8  
Email: [kristina.pawlyk@sjasd.ca](mailto:kristina.pawlyk@sjasd.ca)

All applicants are thanked for their interest; however only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

*The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self-identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women).*

*If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.*