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## **LIVINGSTONE RANGE SCHOOL DIVISION**

### **Superintendent**

## **Opportunity Profile**

**Location: Southern Alberta**





## About Livingstone Range School Division

<https://www.lrsd.ca/>

Where the prairies meet the Rocky Mountains in southwestern Alberta, Livingstone Range School Division (LRSD) inspires excellence through meaningful relationships, innovation, and collaboration. A mid-size school division, it serves approximately 3,750 students, with an operating budget of \$56.6 million, providing quality education to rural students in a dynamic, inclusive learning environment.

LRSD is home to 14 schools in 8 distinct communities, 1 virtual school, 2 outreach schools and 13 Hutterite Colony schools. The Division serves a population of approximately 25,000 and spans more than 9,500 square kilometers. From the Town of Fort Macleod in the east, to the Crownsnest Pass at the western provincial border, and from the Town of Nanton in the north, to Waterton Lakes National Park at the southern provincial border, LRSD's people are as diverse as its natural landscape.

The School Division is bordered by two First Nation communities, Kainai (Standoff) and Piikani (Brocket). While both communities have their own education systems that are federally funded, some students choose to attend schools in LRSD. In addition to those students that attend school from the reserve, LRSD also has numerous self-identified Indigenous students that live in the local communities. The Division has a close working relationship with the two Indigenous school boards in the area and strives to develop positive Indigenous cultural awareness in our schools.

The seven-member Board of Trustees were elected for a four-year term in October 2021.

### Our Mission

Livingstone Range School Division inspires excellence through meaningful relationships, innovation, and collaboration.





### Our Vision

Every student, every day.

### Our Core Values

Student-Centred – Leadership – Integrity – Wellness – Place-Based

### Facts for the 2024-25 School Year

Number of Schools	14
Hutterite Colony Schools	13
Outreach & Virtual Schools	3
Student Enrolment 2024/25	3,745
Teachers	210
Staff	250

### Innovative Programming

LRSD Pursuits provides augmented learning resources and strategies that fuel student passion by providing learning options to help students succeed. Options include:

- FACES experiential education
- LRSD Pursuits
  - o Virtual school
  - o Home education
  - o Summer school
  - o Tutoring
  - o Diploma prep

- o Pre-employment center
- o Place based programming
- o Off-campus
- Livingstone Ski Academy
- Granum Fire Academy
- PEAKS Campus: place-based programming and environmental science

## The Opportunity

The Board of Trustees of Livingstone Range School Division is seeking an experienced, innovative Superintendent with a passion for rural-based public education. This person will have broad-based educational leadership experience, ideally at both the school and system levels, with proven commitment to student achievement. The Superintendent will be a strong relationship-builder, able to develop and maintain positive and effective relationships with provincial and municipal government departments, external agencies and provincial organizations as well as community members and volunteers.

The Superintendent will meet the requirements of the [Alberta Superintendent Leadership Quality Standard](#) which defines the professional expectations that superintendents must demonstrate to create the conditions under which school leaders and teachers can do their best work. The Superintendent of Schools, as referred to in the Education Act, is the chief executive officer of the Board and chief education officer of the school authority. They provide the Board with information, advice and support required for the fulfillment of its governance role, and report to the Minister on all matters required of the Superintendent as identified in the Education Act and other provincial legislation.

Reporting to the Board of Trustees, the Superintendent will lead, engage and innovate to build upon the excellent foundation already in place, ensuring LRSD continues to better meet the needs of students, staff and the communities served.

Reporting directly to the Superintendent are:

- Associate Superintendent, Business Services
- Associate Superintendent, Programs and Innovation
- Associate Superintendent, Human and Learning Services
- School Principals (15)

## Key Roles and Responsibilities

### Student Welfare

- Establish a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school and local community.
- Sustain a learning culture in the school community that promotes shared responsibility for student success and continuous improvement.





- Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Ensure the safety of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.

### **Educational Leadership**

- Provide leadership in all matters relating to education in the Division including directing school operations and strategically allocating resources in the interests of all students and in alignment with the school district's goals and priorities.
- Ensure that leadership is the shared responsibility of everyone within the organization and build leadership capacity.
- Ensure students in the Division have the opportunity to meet the standards of education set by the Minister and encourage innovation in pedagogy.
- Through collaborative partnerships with First Nation, Métis, Inuit and other community stakeholders, continue to deliver Indigenous programming as an essential part of the framework of education in schools.
- Foster innovative approaches and continuous improvement in operational and educational practices.
- Maintain high visibility within the Division and provide support and advise principals on matters related to school operations.

### **Fiscal Management**

- Ensure the fiscal management of the Division by the Associate Superintendent, Business Services is in accordance with the terms or conditions of any funding received by the Board under the School Act or any other applicable Act or regulation.
- Ensure the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

- Ensure financial transparency and stable financial performance in a changing and challenging fiscal environment.

## **People and Culture**

- Align all employees to a clear vision and clear priorities. Provide the conditions, resources, autonomy and capabilities for direct reports and other employees to effectively prioritize in line with the overall strategy.
- Actively and systematically develop the leadership skills, autonomy and career development of direct reports. Ensure direct reports are challenged and constantly growing their skills while ensuring they have the appropriate tools, supports, resources and mentorship required for success.
- Ensure a comprehensive succession strategy is in place.
- Establish organizational roles for staff and arrange the employment of staff necessary to conduct the affairs of the Division.
- Have overall authority and responsibility for all people-related matters except those matters precluded by legislation, collective agreements, or Board policy.
- Ensure the safety, mental, emotional and physical wellness of all staff is paramount and supported with meaningful resources.
- Create, support, nurture and encourage a culture of inclusion across the division.

## **Board Relations**

- Work effectively with the Board, respect the Board's chosen role, and work collaboratively to bring about the Board's preferred future.
- Actively and systematically maintain a productive working relationship with the Board based on transparency, mutual trust, respect and integrity.
- Provide leadership in the planning, development, implementation and evaluation of Board policies.
- Develop, maintain, and communicate Administrative Procedures that are consistent with Board and provincial policies, regulations and procedures.
- Implement Board policies and ensure the review and evaluation of their impact.
- Keep the Board informed of all Division matters, especially controversial and/or highly sensitive issues, in a timely and appropriate manner.

## **Community Relations**

- Take appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- Build and maintain effective, meaningful and impactful partnerships with parents, communities, municipal leaders, agencies and other external stakeholders.
- Ensure parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- Actively seek, assess and incorporate feedback from community members, system stakeholders and education partners in alignment with Alberta Education Assurance Domains.
- Act as an advocate for the Division and for public education.





## Qualifications, Skills and Experience

- Must meet the requirements of the [Alberta Superintendent Leadership Quality Standard](#).
- Must hold an acceptable Masters degree.
- Rural education experience is considered an asset, with a commitment to diversity of programming in rural settings.
- Significant, successful, educational leadership experience, ideally at both the school and system levels.
- Proven track record of career progression in education, and experience in administration, human relations, staff development and strategic planning.
- Understands teaching and learning and works with others to provide multifaceted educational programs in an inclusive learning environment.
- Knowledge of child development and programming to enhance learning opportunities.
- Committed to building respectful, strong working relationships within the Division.
- Ability to work effectively with Alberta Education, staff, parents and stakeholder groups.
- Ability to nurture a positive organizational culture for the Division and demonstrated commitment to staff and leadership development.
- Effective listener, diplomatic, receptive to feedback and willing to provide same.
- Proven advocate for students with strong commitment to improving measurable student achievement in all areas of the Alberta Curriculum.



## Express Your Enthusiasm

LRSD is committed to equitable, inclusive and accessible employment practices and we encourage all interested candidates to apply. Email a cover letter and resume to **Shalini Bhatti or Heather Fookes** at [calgary@leadersinternational.com](mailto:calgary@leadersinternational.com) indicating the job title in the subject line of the email.

### Leaders International Executive Search

[www.leadersinternational.com](http://www.leadersinternational.com)