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CHINOOK'S EDGE
SCHOOL DIVISION

Opportunity Profile
Superintendent of Schools
Location: Central Alberta



About Chinook’s Edge School Division

<https://www.cesd73.ca/>

Chinook’s Edge School Division (CESD) is one of the largest school divisions in Alberta, serving over 11,000 students in 42 Central Alberta schools between Calgary and Red Deer, with its Division Office in Innisfail, approximately one hour north of Calgary.

In every school and department across the division, our focused efforts as a team ensure quality learning for the students we serve together. CESD’s 2,200 employees are devoted to student success through the divisional goals: Academic Excellence, Social Emotional Well-being, Career Connections.

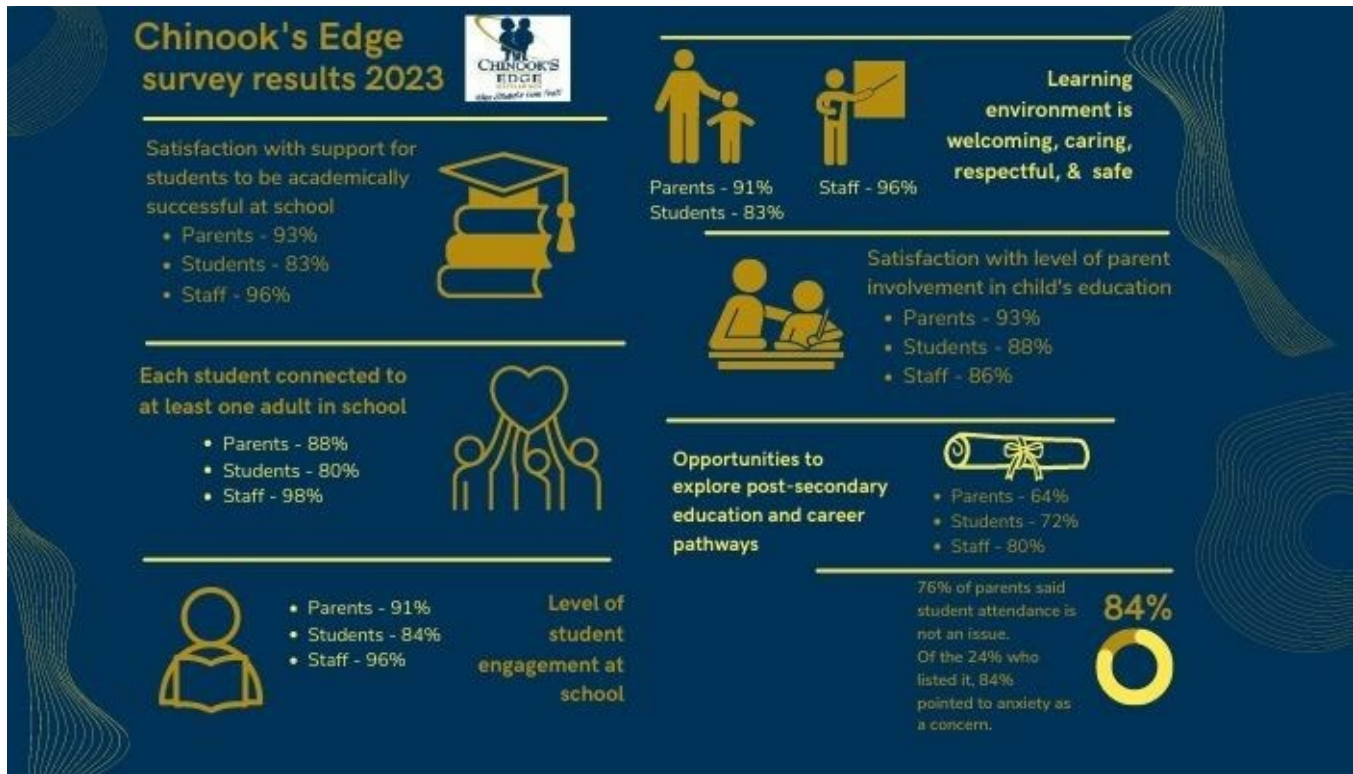
Schools are located in 13 small communities that sprawl east and west from the Highway 2 corridor, conveniently providing Chinook’s Edge staff and families with the best of both worlds: a friendly, healthy and affordable small-town lifestyle combined with the proximity to big city amenities and the world-famous Rocky Mountains a short drive away.

CESD’s reputation for staff and student wellness, family-friendly communities that boast easy access to exciting cultural and recreational opportunities, and highly regarded quality learning environments make CESD a desirable division in which to live, learn, work and play.

Mission Chinook's Edge School Division will engage every student in meaningful learning by challenging, encouraging and believing in them.

Chinook’s Edge School Division is guided by an elected board of nine trustees. Trustees are elected every four years by, and accountable to, the community. The priorities of the publicly elected Board of Trustees are set through board policies and operationalized through administrative procedures. The Board of Trustees delegates day-to-day operations to the Superintendent who is responsible for meeting the expectations of the Board of Trustees.

CESD BY THE NUMBERS				
Number of Schools 42	Number of Students Enrolled in 2024/25 11,262	Number of Urban/Rural Communities Served 13	Total Staff 2,200	Board Trustees 9



Review the [Plans and Reports](#) page for more information.

The Opportunity

The Board of Trustees is seeking a collaborative, inclusive and innovative Superintendent who has a demonstrated record of leadership as a senior executive in Canada's public education system. With a strong foundation leading diverse communities, the superintendent will advance CESD's commitment to quality learning and student success.

This person meets the **Alberta Superintendent Leadership Quality Standard** requirements, 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 next CESD Superintendent will be an innovative leader who will work with their team to identify opportunities and create an environment in which staff are encouraged to solve problems with creative solutions.

The Superintendent reports directly to the Board of Trustees and is accountable to the Board for the conduct and operation of the Division, achieving the Board's goals, and adhering to Board policies, motions and provincial legislation. Reporting directly to the Superintendent is a senior leadership team of 5 associate superintendents:

1. Associate Superintendent, System Services
2. Associate Superintendent, Learning Services
3. Associate Superintendent, Student Services
4. Associate Superintendent, People Services
5. Associate Superintendent, Corporate Services



Key Roles and Responsibilities

The Superintendent shall implement the policies, plans and decisions of the Board, including:

1. Student Welfare

- Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Identify and promote impactful and scalable solutions that support innovative educational practices in student wellbeing.
- Ensure that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life- long learning and citizenship.
- Ensure the safety and welfare of students while participating in school programs or while being transported to/or from school programs on transportation provided by the Division.
- Ensure the facilities adequately accommodate Division students.

2. Educational Leadership

- Develop and implement the Education Plan for the Division in alignment with the Board-approved Strategic Plan.
- Provide leadership in all matters relating to education in the Division.
- Ensure that leadership is the shared responsibility of everyone within the organization and build leadership capacity.
- Apply new approaches to educational leadership based on broader understanding of how social, economic, and technological changes shape the learning environment.
- Ensure students in the Division have the opportunity to meet the standards of education set by the Minister.
- Implement education policies established by the Minister and the Board.
- Provide support and advise principals on matters related to school operations.

3. Fiscal Management

- Ensure the fiscal management of the Division by the Treasurer 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.

- Foster innovative approaches and continuous improvement in operational and educational practices.
- Ensure financial transparency and stable financial performance in a changing and challenging fiscal environment.
- Actively seek out revenue generation opportunities to address priorities that may not be fully funded by existing sources.

4. People Management

- Have overall authority and responsibility for all people-related matters except those matters precluded by legislation, collective agreements, or Board policy.
- 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.
- Lead by example - influencing, inspiring, and encouraging employees to deliver positive change.
- 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.

5. Culture

- Constantly monitor, understand and mitigate issues, pressures and constraints to a healthy and highly effective workplace culture.
- Ensure effective, visible and equitable expectations and implications for accountability are in place across all areas of administration.
- 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 and innovation across the division.

6. Policy/Administrative Procedures

- 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.
- Inform the Board of revisions to the Administrative Procedures Manual.

7. Superintendent/Board Relations

- Actively and systematically maintain a productive working relationship with the Board based on transparency, mutual trust, respect and integrity.
- Recognize and respect the Board's role and responsibilities.
- 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.

8. Strategic Planning and Reporting

- Support the Board in the development and approval of the Strategic Plan for CESD.
- Lead the operationalizing and execution of the Strategic Plan and report regularly to the Board on results achieved.
- Involve the Board as appropriate throughout the planning cycle (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; final Board approval)

9. Organizational Management

- Demonstrate effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- Report to the Minister with respect to matters identified in and required by the School Act.

10. Communications and 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.
- Keep the Board informed through the provision of appropriate monitoring reports.
- Ensure parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
- Actively seek, assess and strategically incorporate feedback from all relevant sources.
- Act as an advocate for the Division and for public education.
- Serve as Head of the Division under the Freedom of Information and Protection of Privacy Act.

11. Leadership Practices

- Practice leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out the directives of the Board and the Minister.
- Ensure the school division is recognized, respected, and viewed as a leader in the broader Alberta education sector.
- Develop and maintain positive and effective relationships with provincial and municipal government departments, external agencies and provincial organizations.
- Ensure that meaningful collaboration arises from relationships built on trust, honesty and respect.

Key competencies required include:

Building Effective Relationships

The Superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community

Modeling Commitment to Professional Learning

The Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

Visionary Leadership

The Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

Leading Learning

The Superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflections on practice, shared responsibility for student success and continuous improvement. This includes providing a comprehensive range of programs and services to address the diverse learning needs of our student population.

School Operations and Resources

The Superintendent directs school operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

Supporting Effective Governance

The Superintendent of Schools as referred to in the Education Act, as chief executive officer of the Board and chief education officer of the school authority, provides the Board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the Superintendent as identified in the Education Act and other provincial legislation.

Location: Central Alberta

Central Alberta is bordered by the Canadian Rockies in the west, southern Alberta and the Calgary region south, and northern Alberta and Edmonton to the north. It is the central part of the most densely populated area of Alberta, the Calgary-Edmonton corridor. It is a growing, innovative, prosperous region with a diverse economy. Communities are "unspoiled, uncrowded and uncomplicated" with amazing landscapes, natural attractions, and outdoor recreation, attracting people drawn to its mix of town and country lifestyle. View [Visit Central Alberta](#) and [Central Alberta Economic Partnership](#) for more information.

Express Your Enthusiasm

CESD 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 indicating the job title in the subject line of the email.

- Deadline to apply is December 11, 2024
- The position will commence on a mutually satisfactory date in early/mid 2025.