



EDMONTON CATHOLIC SCHOOLS

BOARD OF TRUSTEES



This competition will remain open until a suitable candidate is found.

Applications received by May 2, 2023, are assured of careful consideration.

Please email a letter of interest, resume, list of at least three references, and a current pastoral reference to:

Mr. Terry Gunderson

Alberta School Boards
Association

tgunderson@asba.ab.ca

Phone: (780) 995-3306

We thank all candidates for their interest. Only applicants considered for the position will be contacted.

Edmonton Catholic Schools is now accepting applications for the position of Superintendent of Schools

With the announced retirement of its chief executive/education officer, Edmonton Catholic Schools is now seeking a chief executive/education officer in accordance with the *Education Act*, Section 222. Duties will commence September 1, 2023 or as mutually agreed.

The Superintendent of the Edmonton Catholic Separate School Division is responsible for the administration of the second-largest Catholic school division in Alberta with 96 schools within the City of Edmonton. With an operating budget of approximately 530 million dollars, this publicly funded school Division educates over 46,000 students.

Edmonton Catholic School's foundation is expressed within our Mission Statement which includes our beliefs, our Vision, our Core Values, and the Five Essential Marks of Catholic Schools.

The Division, an Alberta Top 75 Employer, has a reputation for excellence in student achievement, strong administrative leadership, and a well-defined governance function for the Board.

Primary Responsibilities:

Reporting to the Board of Trustees, the Superintendent of Schools' role is defined by Board Policy 12: Role of the Chief Superintendent, which can be found [here](#) and on our website at ecsd.net under the Board of Trustees – Governance – Board Policy Handbook.

Faith Leadership:

- Models Edmonton Catholic Schools Core Values and the Five Marks the eight characteristics of Catholic education;
- Ensures celebration of Division Catholicity;
- Develops and maintains positive and effective relations with the Archdiocese and the Ukrainian eparchy;
- Ensures students and staff are provided opportunities for spiritual development within the Division;
- Follows a lifestyle and deportment in harmony with Catholic teachings and principles;
- Ensures schools maintain a distinctive Catholic identity.

Student Learning:

- Provides leadership in all matters relating to education in the Division;
- Ensures Division students have the opportunity to meet or exceed the standards of education set by the Minister;
- Ensures 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;
- Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students;

- Provides leadership in implementing education policies established by the Minister, Alberta Education and the Board;
- Ensures students have the opportunity to develop a Catholic world view.

Student Welfare

- Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Ensures that the social, physical, intellectual, cultural, spiritual and emotional growth needs of students are met in the overall school environment;
- Ensures the safety and well-being of students while participating in school programs or while being transported on transportation provided by the Division;
- Ensures the facilities adequately accommodate Division students;
- Acts as, or designates, the Division's attendance officer.

Fiscal Responsibility

- Ensures the fiscal management of the Division by the Chief Financial Officer is in accordance with the terms or conditions of any funding received by the Board under the *Education Act* or any other Act;
- Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures;
- Directs the preparation and the presentation of the budget;
- Ensures the Board has current and relevant financial information;
- Directs the preparation of the Three-Year Capital Plan for submission to the Board.

Personnel Management

- Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy;
- Ensures appropriate supervision of all staff and ensures appropriate evaluation processes are in place;
- Facilitates professional development and training sessions for staff;
- Ensures the coordination and integration of human resources within the Division;
- Ensures each staff member has a welcoming, caring, respectful and safe working environment that respects diversity and fosters a sense of belonging.

Policy/Administrative Procedures

- Provides leadership in the planning, development, implementation and evaluation of Board policies;
- Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, Regulations and procedures.

Superintendent/ Board Relations

- Develops and maintains positive, professional working relations with the Board;
- Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy;
- Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions;
- Provides the information and counsel which the Board requires to perform its role;
- Keeps the Board informed on sensitive issues in a timely manner;



- Attends, and/or designates administrative attendance at, all committee meetings unless excused by the committee;
- Demonstrates respect, integrity and support to the Board, which is conveyed to the staff and community;
- Demonstrates respect for individual Trustees.

Three-Year Education Planning and Reporting

- Leads the generative strategic planning process, including the development of the Three-Year Education Plan, Division goals, and operational budget, and Capital Plan and implements plans as approved;
- Involves the Board appropriately in the three-year education planning process (Board approval of process and timelines; opportunity for Board establishment of strategic priorities and key results early in the process; Board review of draft plan and final Board approval);
- Reports regularly on results achieved;
- Develops the Annual Education Results Report for Board approval.

Organizational Management

- Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines;
- Reports to the Deputy Minister with respect to matters identified in and required by the *Education Act* and provincial legislation.

Communications and Community Relations

- Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained;
- Ensures parents have a high level of satisfaction with the services provided and the responsiveness of the Division;
- Maintains effective relationships within the Division and the community served;
- Acts as or assigns the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act;
- Keeps the Board informed through the provision of appropriate accountability reports;
- Participates actively and fosters involvement of staff in community affairs in order to enhance and support the Division mission;
- In consultation with the Board Chair, serves as a spokesperson for the Division for the media and public in order to keep the Division messages consistent and accurate.

Leadership Practices

- Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Problem Solving

The incumbent works within a very complex and multi-stakeholder environment. The job is often called upon to apply creative solutions and analytical skills to propose alternative ways of dealing with highly complex educational circumstances within the Division, which may result in the development of a new policy, procedure or program.

Decisions are made on an ongoing basis regarding programming, staffing, funding, allocations, policy, inter-agency and public relations. The incumbent routinely confronts multi-layered and widely variable challenges at a Division level.



Reporting Relationships

Job Title	Job Responsibilities
Deputy Superintendent	The primary focus of the job is to support the Division's mission of providing a Catholic education that inspires students to learn and prepares them to live fully and to serve God in one another.
Superintendents	The job provides leadership, vision and strategic direction for the delivery of educational services. The job provides advice and consultation to the Chief Superintendent on all matters relating to the development, implementation and application of all related policies, systems and regulations.
Chief Financial Officer	The job is the Division financial and fiscal head, responsible for the financial accountability framework for the Division delivered through a team of management, professional and support staff.
General Counsel	The job coordinates and provides legal services to the Division and upon request provide opinions of strategic nature to senior administration and the Board of Trustees. The job provides legal advice and opinion on all matters impacting the Division.
Manager, Communications	The job manages the profile of the Division in the media and social media. The job develops, implements and assesses a Division communication plan that provides direction for promotional materials, marketing strategies and events. The job leads the organization on all initiatives designed to increase public awareness of Division initiatives, services, programs and events.
Manager, Religious Services	The job provides supports to the Chief Superintendent in implementing theological and curricular supports to the Division.
Executive Director, Office of the Chief Superintendent	The job provides support to the Chief Superintendent in the daily operations of the office as well as in liaising with the Board of Trustees to provide strategic advice. The job is part of the Division leadership team and works collaboratively with the Executive Assistant to provide a range of assistance in the office.
Executive Assistant, Office of the Chief Superintendent	The job provides a wide range of executive support for the Chief Superintendent and the Executive Director including coordinating information requests. The job is the primary point of contact for the office.



Corporate Secretary to the Board of Trustees	The job provides supports to the Board of Trustees and Chief Superintendent in fulfilling the mandates of the intersection of the governance-administration relations.
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Contacts

Board of Trustees	To support the governance role of the Board of Trustees as the statutory body responsible for Division operations	Daily
Human Resource Services	To provide and obtain information To collaborate on the resolution of impending issues To receive expert advice	Weekly
Financial Services	To provide and obtain information relating to budgets To resolve problems	Weekly
Division Operations/Technology Services	To provide and obtain information relating to school operations and information technology To resolve problems	Weekly
Educational Planning Services	To provide and obtain information relating to programming, properties and educational planning, transportation services and Division monitoring To resolve problems	Weekly
Facility Services	To provide and obtain information relating to building maintenance, operations, electronics, custodial, printing and warehouse services, construction and environmental management To resolve problems	Weekly
Learning Services	To provide and obtain information relating to curriculum and professional development, emerging technology, school athletics, early learning, inclusive education, regional collaborative service delivery programming To resolve problems	Weekly



Student Services	To provide and obtain information relating to alternative education, Indigenous learning, language instruction, newcomers programming To resolve problems	Weekly
General Counsel	To provide and obtain information To receive guidance and expertise To resolve problems	Weekly
Division staff	To establish, enrich and maintain relationships To provide and obtain information To resolve problems To provide advice, guidance and expertise	As required
Parents/guardians	To provide advice, guidance and expertise To obtain information To resolve problems	As required
Alberta Teachers' Association, Alberta Union of Provincial Employees and Unifor representatives	To liaise and resolve issues regarding provincial educational matters	As needed
Alberta Education	To establish, enrich and extend partnership opportunities to better serve the students, families and community	As needed
Archdiocese of Edmonton, Ukrainian Eparchy, Catholic Social Services, and Council of Elders	To establish, enrich and extend partnership opportunities to better serve the students, families and community To collaborate on initiatives	Monthly
Edmonton Police Services, Edmonton Fire Rescue Services and other City of Edmonton stakeholders	To establish, enrich and extend partnership opportunities to better serve the students, families and community To collaborate on initiatives	Monthly
Other school jurisdictions	To provide and obtain information To collaborate on initiatives To share best practices	As needed
College of Alberta School Superintendents, Council of Catholic School Superintendents of Alberta	To provide and obtain information To collaborate on initiatives To share best practices	As needed



Qualifications and Competencies

The ideal candidate will have the following knowledge and experience:

- Master's degree, doctorate level preferred, in the field of educational administration or curriculum.
- Strong Catholic faith and understanding of education in a Catholic context;
- Extensive experience in the field of education at elementary, junior and senior high school levels.
- Extensive school-based administrative experiences, preferably at the elementary and secondary levels;
- Experience at a division senior administrative position preferred;
- Knowledge of current educational research and issues at the local, provincial, national and international levels;
- Extensive knowledge of leadership principles involving broad organizational initiatives;
- Be well-versed in the Truth and Reconciliation Commission's Call to Action and the context of our local Indigenous communities
- Knowledge of *Alberta Education Act* and related legislation;
- Knowledge of Alberta Workplace Safety and Occupational Health and Safety legislation and regulations; and
- Knowledge of the education environment and of the Division operations, programs, goals and objectives.

The ideal candidate will have the following competencies:

- Advanced leadership skills and the ability to coach and mentor staff;
- An understanding of the factors that improve student growth and achievement;
- A solid foundation of Catholic educational principles and theological principles;
- Knowledge of principles of Equity, Diversity, Inclusion and Anti-Racism strategies and perspectives;
- Excellent written and verbal communication skills as well as, interpersonal, problem-solving, organizational and time management skills;
- Advanced conflict resolution and, problem solving with the ability to influence decision making;
- Advanced time management skills with the ability and stamina to work long hours on a regular basis with a varied and flexible work schedule;
- Strong consultation, needs assessment and interviewing skills;
- Strong negotiations and consensus building skills with the ability to influence decision making;
- Strong presentation and research skills; and
- Ability to communicate technical information to a varied audience.

