

# Leaders

INTERNATIONAL

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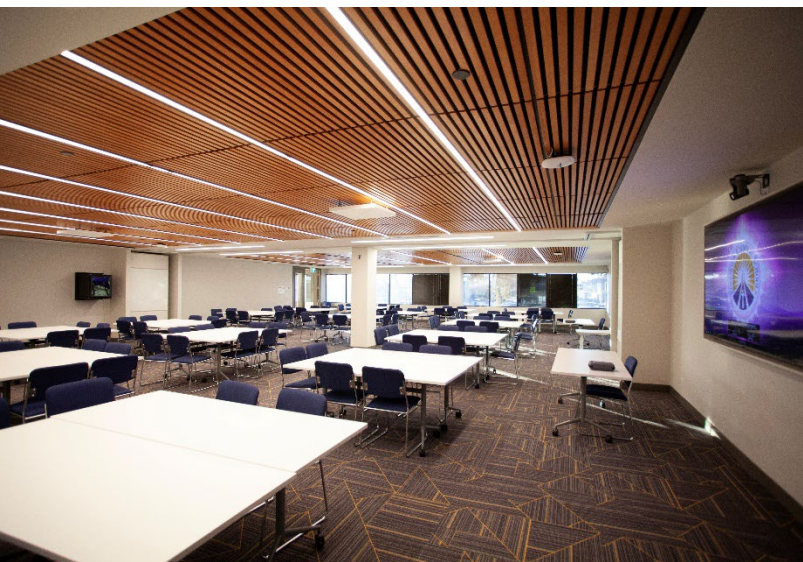
MONTREAL



EDMONTON  
CATHOLIC SCHOOLS

**OPPORTUNITY PROFILE**

**Chief Facilities and Technology Officer**



## THE ORGANIZATION

Edmonton Catholic Schools is a publicly funded school division in Edmonton serving more than 50,000 students in 94 schools from Pre-Kindergarten to High School. The Division is the fourth-largest school division in Alberta and the second-largest Catholic school division west of Metropolitan Toronto.

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

In 1888, three sisters from the order of the Faithful Companions of Jesus began teaching 23 Catholic students in the very first Catholic school in Edmonton. We have grown as a school division from one school with 23 students into what it is today.

To learn more, visit [www.ecsd.net](http://www.ecsd.net)

## THE OPPORTUNITY

Reporting to the Chief Superintendent, the Chief Facilities and Technology Officer (CFTO) is the strategic driver in delivering a comprehensive facilities and technology strategy that provides students and staff with access to high-quality and inclusive learning environments. The quality of the Division's infrastructure provides a foundation for high-quality teaching and learning. This includes our buildings and the systems in place to support each of them. High-quality infrastructure enables staff to work effectively and supports students as they learn and grow.

As a member of the Division's senior administrative team, the CFTO plays a key advisory role in advancing system-wide strategic initiatives that promote safe, inclusive, efficient, and faith-based learning and working environments. The successful candidate will provide strategic advice, guidance, direction, and feedback to senior leadership and coordinate the delivery of services through a large and diverse team, foster interdepartmental collaboration, ensure fiscal accountability, and represent the Division's interests with government and external partners.



## KEY RESPONSIBILITIES

### Leadership and Strategic Planning

- Lead a multi-disciplinary team across technology services, facility infrastructure, maintenance, custodial services, warehousing, and capital project management.
- Provide senior and executive leadership on the development and implementation of long-range strategic plans aligned with the Division's mission, vision and core values, ensuring operational plans and departmental goals are consistently advanced.
- Collaborate with senior leaders to support system-wide planning and continuous improvement initiatives.
- Provide strategic leadership to the Superintendent's Strategic Leadership Council and site-based management teams and foster a positive working environment that supports communication, collaboration and high performance as well as staff engagement, satisfaction and professional development.
- Lead department management team including short and long-term planning.
- Champion Catholic values and integrate faith-based principles into the leadership and operation of Facility Services, ensuring the implementation of practices and procedures that promote safe, inclusive, and welcoming learning and working environments.
- Represent Facility Services on the Superintendent's Strategic Leadership Council and other cross-divisional committees in support of ECSD's Division Plan for Continuous Growth.



### **Capital Projects and Project Management**

- Promote the use of best practices in project planning and execution and ensure infrastructure-related projects are completed on time, on budget, and within scope.
- Oversee all aspects of capital projects, including design, construction, and modernization initiatives across the Division.
- Maintains liaison and develops productive working relationships with Alberta Infrastructure, Alberta Education, appropriate municipal officials, other school divisions and external partners.
- Provides direction, guidance, and technical advice to the Chief Superintendent, Board, and other interested parties in the planning, design, and construction of new schools, modernizations, replacement, capital planning, security and energy management, and other services of the unit.
- Work cross-functionally with internal and external teams to monitor progress, track risks, and resolve complex implementation challenges.

### **Financial and Operational Stewardship**

- Develop, implement, and oversee a significant multi-million dollar operational and capital budget, ensuring processes align with sound financial principles and support the strategic infrastructure objectives of Edmonton Catholic Schools.
- Administer and oversee a significant operational and capital budget and ensure compliance with legislation, policy, and sound financial practices.
- Offer strategic guidance to the Board and Division leadership on the resources needed to effectively execute infrastructure and facilities plans.
- Establish proactive contingency plans to address potential changes in Division needs or circumstances that may impact future infrastructure planning.
- Collaborate with Financial Services to ensure effective financial planning, monitoring, and reporting.

- Ensure appropriate internal controls, financial frameworks, and reporting mechanisms are in place to support the Division's strategic capital and operational objectives.
- Drive operational efficiencies and innovation in service delivery while maintaining high standards of safety and functionality.

### **Operations and Management**

- Provides senior leadership with support and advice regarding facilities, capital construction, utilities, plant operations, and maintenance.
- Guides teams in maximizing existing resources while proactively planning to meet future infrastructure and operational demands.
- Collaborates with Division partners to ensure all facilities adhere to applicable safety, health, and construction standards.
- Ensures the implementation and ongoing evaluation of emergency response protocols and security measures to protect students, staff, and assets.
- Champions environmental sustainability by advancing initiatives that promote energy efficiency, waste reduction, and responsible resource use.

### **Governance, Risk Management, and Safety**

- Ensure compliance with Occupational Health and Safety regulations and promote a safe work environment across all sites.
- Participate in the Division's collective bargaining process and manage grievance-related matters as required.
- Lead Division risk identification and mitigation strategies related to infrastructure, environmental sustainability, and emergency response protocols.
- Manages the life cycle maintenance and replacement of related vehicles and equipment.

### **Culture and Workforce Development**

- Mentor and develop a cohesive management team, providing feedback, coaching, and training to enhance performance and accountability.
- Support career growth and succession planning across departments to ensure long-term organizational stability and opportunity creation.
- Foster an inclusive, respectful, and collaborative culture that aligns with ECSD's core values and embraces diversity, innovation, and teamwork.
- Promote continuous improvement and excellence by encouraging reflective practice, adaptability, and a commitment to innovation.

- Model ethical conduct, resilience, and integrity in all areas of responsibility, setting a standard for professionalism and values-based decision-making.

### **Division Technology and Information Management**

- Provide leadership for the planning, implementation, and integration of technology systems that support student learning, staff operations, and school administration.
- Ensure equitable and secure access to digital tools, platforms, and infrastructure across all facilities.
- Oversee the effective management of information systems, databases, reporting tools, and assistive technology to support student learning outcomes and organizational efficiency.
- Promote innovation in teaching and learning through technology-enabled environments and ensure alignment with curriculum goals and Catholic values.
- Ensure data governance, system security, and privacy standards are upheld in compliance with applicable regulations.
- Lead technology staff and collaborate with educational and administrative leaders to continuously assess and meet the evolving digital needs of the Division.

## **OPPORTUNITIES AND CHALLENGES**

The Division is embarking on a period of significant growth and modernization. This includes exciting new initiatives such as the construction of new schools and capital upgrades to existing infrastructure. The CFTO will play a key role in leading the planning and execution of complex, high-impact infrastructure and technology initiatives that directly support student learning and staff excellence.

The information and technology components of this role are transitioning from the Student Services – Technology Services department to the CFTO’s portfolio over the next 6–12 months. This integration presents a unique opportunity to strategically align digital services, data systems, and technology infrastructure under one comprehensive vision.

The successful candidate will:

- Leverage technology to support operational efficiency, enhance teaching and learning environments, and mitigate emerging risks such as cybersecurity, data privacy, digital equity, and ensure strong data governance.
- Ensure decisions align with Edmonton Catholic School’s mission, vision and core values promoting Catholic education and supporting the creation of inclusive, welcoming spaces where students and staff can thrive.
- Balance competing priorities and ensure transparency and clarity in decision-making, particularly in the face of funding constraints and operational realities.



# THE PERSON

## Education and Experience

The ideal candidate will bring a strong educational foundation and a proven track record of success in senior leadership roles, particularly in facilities, infrastructure, and technology management. A related-university degree is required (i.e. Business, Computer Sciences, Engineering, Planning, or Architecture). Graduate level credentials or professional designations, such as P.Eng. are preferred, and advanced education in project management or leadership will be considered an asset

The ideal candidate will offer extensive experience leading infrastructure planning, capital development, and operational functions, ideally within a large, diverse, and complex public sector organization. They will be capable of supporting multi-year Information Technology projects and applying innovative strategies that support both educational and operational objectives.

Experience working in a publicly funded, K–12 education system is considered an asset, along with an understanding of infrastructure funding models, policy frameworks, and regulatory requirements specific to Alberta. A solid grasp of the accountabilities to elected officials and government bodies is also highly valued.

This candidate will demonstrate a proven record of success in senior executive roles and bring with a broad-based background in human relations, staff development, strategic business planning, asset management and optimization, financial stewardship, and risk mitigation. They will bring a collaborative, forward-thinking leadership style that fosters innovation, accountability, and excellence in service delivery.

## Knowledge and Competencies

**Leadership:** Able to communicate a compelling, inspiring vision and to facilitate strategic thinking and planning processes to guide ECSD’s achievement of their short- and long-term planning initiatives. Embraces empowerment and collaboration as an operating style and uses a problem-solving approach. Ability to effectively communicate strategic advice and influence direction at a senior management level. Balances and influences priorities across the organization (strategic and operational) in a complex environment. Able to build a positive internal environment and motivate others.

**Change Management Skills:** Demonstrates a style that actively encourages and supports involvement with staff; builds trust with others through committed and collaborative teams; ability to lead and inspire others

within the organization to seek and implement improvements and changes. Empowers staff and believes in the development of others by providing them with the opportunity and support to develop skills and capabilities. Manages talent effectively to achieve results; shares workload and rewards willingly with a broader group. Practises effective conflict resolution skills.

**Strategic Business Sense/Pragmatic Decision Maker:** Is a visionary leader who sees the big picture. Possesses solid business acumen. Has well-developed strategic planning skills. Recognizes priorities and changing approaches. Shows common sense and intuitive judgment. Can make operational decisions. Action-oriented and an effective change agent.

**Interpersonal and Communication Skills:** Excellent and effective interpersonal and communication skills (written, verbal, presentation and listening). Articulate; uses language that influences and inspires others. Understands and considers others' feelings while still expressing views with confidence and conviction.

**Team Player:** Promotes cohesion and teamwork in seeking solutions and moving toward the future. Has willingness to learn from others and act as a team player, a team member, and a team leader.

**Problem Solving Skills:** Has great capacity for thinking analytically and evaluating complex business and accounting issues. Focuses on the solutions rather than the problems and has a well-developed sense of reasoning.

## COMPENSATION

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## EXPRESS YOUR ENTHUSIASM

*Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.*

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri** or **Jessica Park** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

**Leaders International Executive Search**  
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