



Pembina Hills School Division

Superintendent of Schools/CEO Search

Ideal Candidate Profile

Education

- Hold a Bachelor of Education degree or equivalent
- Hold a Master's degree
- Must qualify for or hold a Alberta superintendent leadership certificate

Professional Experience

- Significant experience in school-based and central administration
- Knowledge of Human Resources management
- Background in distance education
- Successful teaching experience at various levels

Leadership Qualities/Skills

- Honest and trustworthy leader
- Personal and professional integrity
- Excellent verbal and written communication skills
- Strong leadership skills
- Exceptional people skills
- Approachable, open-minded and willing to learn
- Empathetic listener who seeks first to understand and is non-judgmental
- Strong conflict resolution and fact-based decision-making skills
- Establishes trust through authentic relationships and works collaboratively toward solutions
- Is responsive, navigates difficult issues and takes responsibility for decisions
- A team builder who supports and cares for students, staff and the board

Educational Leadership

- Knowledgeable of current legislation, educational research, issues and trends
- Knowledgeable of current curriculum and diverse learning styles
- Understanding of issues and challenges facing rural Alberta and Pembina Hills
- Advocate for staff and schools
- Ability to work collaboratively with diverse communities and unique schools, including distance education
- Demonstrates observable and meaningful involvement in all schools
- Engages staff to provide ideas and collaborative solutions
- Supports diversity and inclusive education practices
- Supports a focus on student improvement through literacy and numeracy
- Develops staff capacity and inspires trust at all levels

Fiscal/Organizational Management

- Demonstrated record of fiscal responsibility and operational oversight
- Demonstrates strength in strategic planning, delegating, time management, assignment of responsibilities and ensures successful completion of tasks
- Supports an appropriate balance between central and site-based decisions
- Understanding of legal contracts and collective agreements
- Understanding of technology and its framework relative to Vista Virtual School and our community schools

Board Relations

- Values working with the board and supports and respects its decisions
- Develops a professional working relationship with the board chair and trustees as reflected in policy
- Keeps the board informed of all issues and concerns
- Maintains regular communication with the board chair
- Supports the board in planning agendas for meetings and committees
- Embraces and promotes the values of Pembina Hills School Division
- Portrays a positive image of the division at all levels

Communication/Community Engagement

- Clearly articulates and inspires a shared vision based on the educational priorities of the division
- Is a contributing member of the community of Pembina Hills
- Ability to work effectively with Alberta Education and other partners
- An advocate for public education