



ASSOCIATE SUPERINTENDENT

NORTHLAND SCHOOL DIVISION

Applications are invited for the position of Associate Superintendent, Inclusive Learning Services, for Northland School Division. Duties will commence January 1, 2021 or as mutually agreed.

THE DIVISION

The Northland School Division (NSD) is a unique Alberta school jurisdiction largely serving First Nation and Métis students in 19 smaller rural schools. The schools are located in Anzac, Calling Lake, Chipewyan Lake, Conklin, Desmarais, East Prairie Métis Settlement, Elizabeth Métis Settlement, Fishing Lake, Fort Chipewyan, Fort McKay, Gift Lake, Grouard, Janvier, Paddle Prairie, Peavine Métis Settlement, Sandy Lake, Susa Creek and Wabasca. An outreach school, Career Pathways, is also located in Wabasca.

The Division Office is located in Peace River. The Superintendent is supported by two area Associate Superintendents, an Associate Superintendent of Human Resources, a Secretary Treasurer as well as a Communications Coordinator. The Division serves approximately 1,950 students and employs 163 certificated staff and 221 non-certificated support staff.

The Division's operating budget for 2020/21 is approximately \$64,000,000. The eleven-member Board of Trustees is elected from eleven different wards. The Board has a strong commitment to providing personalized educational land-based learning opportunities for all students.

THE REGION

The Division encompasses most of the northern third of the province and borders both British Columbia and Saskatchewan.

The region is rich in natural resources; oil and gas and forestry are among the main contributors to the economic base. As for things to do, you'll find no shortage of activities right outside your door. There's untouched wilderness to explore, lakes and rivers to fish, and a rich historical past to discover. In the summer you'll have endless hours of sunlight to play in, while the winter months bring out dazzling displays such as the magnificent "northern lights".

THE CANDIDATE

The successful candidate will be a student-focused, ethical, collaborative, relational professional who is committed to the provision of relevant, innovative, high quality student programming in a rural context. The successful candidate will also have a strong commitment to public education and to the Division's mission, vision, and principles.

A highly visible, technologically astute individual, the successful candidate will be a person of courage and conviction, knowledgeable and supportive of Cree, Dene and Métis cultures, have an ability to work synergistically with others, be committed to strong effective community engagement, and possess the ability to contribute to a positive organizational culture and an exceptional leadership team.

Responsibilities include serving as the primary senior administrative support and contact for 10 schools; working with leadership to develop professional learning for principals and support for learning services; ensuring that appropriate programming is in place for diverse learners are other major responsibilities.

The successful candidate must hold or qualify for Alberta teaching certification and a Superintendent Leadership Quality Standard certificate and hold a Master's degree.

MORE INFORMATION

The Division: www.nsd61.ca

The competition will remain open until a suitable candidate is found. Applications received prior to November 2, 2020 are assured careful consideration.

APPLICATIONS

Email by November 2, 2020 a cover letter, curriculum vitae, and a list of at least five recent references in a single PDF file to:

Mr. Terry Gunderson
Alberta School Boards Association
E: tgunderson@asba.ab.ca
P: 780.451.7116

"Our students love to come to school in Northland"



Background

Guided by the Division's mission, vision, values and beliefs, the Associate Superintendent, Inclusive Learning Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, the Northland School Division Act and Board policy.

The Associate Superintendent, Inclusive Learning Services is directly responsible and accountable to the Superintendent.

The Associate Superintendent, Inclusive Learning Services has direct responsibility for the supervision of a group of principals as assigned.

Procedures

The Associate Superintendent, Inclusive Learning Services will have specific responsibilities for:

1. Student Learning

- 1.1. Provides leadership to meet student needs and program goals within the provincial K-12 curriculum.
- 1.2. Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs.
- 1.3. Provides leadership and strategies to improve student achievement within the Division.
- 1.4. Ensures the effective implementation of curriculum in the Division.
- 1.5. Ensures appropriate programming is in place for diverse learners.
- 1.6. Provides support for initiatives to facilitate curricular outcomes.
- 1.7. Ensures accountability for achievement of approved learning outcomes in all schools.
- 1.8. Ensures learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, lifelong learning and citizenship.
- 1.9. Coordinates school/program reviews and evaluations as requested.
- 1.10. Provides a forum for the discussion of issues, trends and changes in instruction, curriculum and instructional support.

2. Student Wellness

- 2.1. Ensures that each student is provided with a welcoming, caring, respectful and safe environment that respects diversity and fosters a sense of belonging.

- 2.2. Ensures that a coordinated service delivery model is in place to support student access to programs and services.
 - 2.3. Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.
3. Human Resources Management
 - 3.1. Provides for leadership training and development.
 - 3.2. Supervises, evaluates and reviews the performance of the Pedagogical Supervisor, the Director, Student Services, the Records Manager/Receptionist, and Principals.
 - 3.3. Ensures that Principals:
 - 3.3.1. Implement education policies established by the Minister and the Board;
 - 3.3.2. Meet the competencies and indicators in the Leadership Quality Standard;
 - 3.3.3. Are accountable for program delivery at individual schools;
 - 3.3.4. Are accountable for achievement of approved learning outcomes in instructional programming;
 - 3.3.5. Implement and support Division-wide initiatives; and
 - 3.3.6. Acknowledge, respect and understand the roles and procedures that govern support services within the Division Office in relation to schools and communities.
 - 3.4. Works with the Associate Superintendent of Human Resources to identify and design:
 - 3.4.1. Programs to develop leadership capacity within the Division.
 - 3.4.2. An effective Beginning Teacher Induction Program and Aspiring Leadership Program.
 - 3.4.3. Processes to recruit, hire and evaluate administrators and teachers within the Division.
 - 3.5. Provides opportunities for the professional development of Division staff.
 4. Fiscal Responsibility
 - 4.1. Develops a departmental budget within areas of responsibility within the parameters and constraints of the Division budget.
 - 4.2. Ensures the proper fiscal management of budget allocations.
 - 4.3. Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
 - 4.4. Operates in a fiscally prudent and responsible manner.
 - 4.5. In conjunction with the Secretary-Treasurer, acts on grant opportunities.

5. Policy/Administrative Procedures

- 5.1. Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 5.2. Works with the Associate Superintendent of Human Resources in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
- 5.3. Ensures application of Board policy and Administrative Procedures as required in the performance of duties.
- 5.4. Ensures policy/Administrative Procedure interpretation and assistance to support Principals.

6. Organizational Management

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives:
- 6.2. Contributes to a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 6.3. Oversees school operations through the supervision of Principals.
- 6.4. Ensures staff has a high satisfaction with the services provided and the responsiveness of departments within areas of responsibility.

7. Communications and Community Relationships

- 7.1. Attends School Council and Ward Council meetings, as requested, to provide information or resolve concerns within areas of responsibility.
- 7.2. Maintains liaison with other professionals, social and community agencies and groups having an interest in schools.

8. Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 8.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3. Provides advice, recommendations and prepares reports which the Superintendent requires to perform their role in an exemplary fashion.
- 8.4. Attends Board, Committee and Administrators' meetings as requested by the Superintendent, and arranges other meetings as required.
- 8.5. Works cooperatively with the Division Leadership Team to implement Division plans, projects and initiatives.
- 8.6. Performs any duties that are delegated by the Superintendent.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

Adopted/Revised: June 22/17, March 3/20; October 11/20

Reference: Section 53, 68, 196, 197, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Teaching Profession Act