



## SUPERINTENDENT OF SCHOOLS/CEO Grande Prairie and District Catholic Schools

Due to the retirement of the incumbent, the Board of Trustees invites applications for the position of Superintendent of Schools/CEO for Grande Prairie and District Catholic Schools. Duties will commence December 1, 2021, or as mutually agreed.

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### THE DIVISION

Grande Prairie & District Catholic Schools is a learning community for anyone seeking a quality Pre-Kindergarten to Grade 12 Catholic education. We operate 13 schools, with 2 more schools opening in Fall 2022 in the City of Grande Prairie.

The Division covers a geographical area that includes the regional communities of Grande Prairie, Beaverlodge, Fairview, Sexsmith & Spirit River. We are a team of approximately 700 full time, part time and casual staff who provide quality teaching and learning experiences for approximately 5425 students.

We offer a one-of-a-kind learning experience that aims to develop the whole child, mind, body, and spirit. Students in our Catholic schools grow and prosper spiritually, academically, emotionally, and socially. Rooted in the belief that every person is a child of God, our schools provide an inclusive, safe, and supportive environment for students to expand their knowledge, explore their passions, create community, and come to know God.

Your child has unique gifts and deserves teachers who seek opportunities for progress, every school day. Our Catholic schools offer this and more by not only pursuing academic excellence but excellence in all pursuits. This guides our delivery of the authorized Alberta Program of Studies.

The School Board is comprised of seven trustees, representing Catholic parents and taxpayers, demonstrate effective governance and provide direction to the Superintendent.

### THE CANDIDATE

The Board seeks a superintendent who is authentic, openly practices their faith and lives by Catholic values. The superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive relationships with students, staff, the board, and local communities. The superintendent is a student-oriented, collaborative, professional who believes in facilitating high quality educational programming. The superintendent is visible in the schools and community. The superintendent demonstrates leadership and decision making to meet the needs of our diverse learners. The superintendent directs school authority operations, is fiscally judicious, and strategically allocates resources in alignment with the school division's goals and priorities. The successful candidate will focus on continuing improvement in learning, develop leadership capacity for team-oriented decision-making and nurture a positive Catholic organizational culture.

Applicants must qualify for Alberta teaching certification, have a Master's degree, and complete the Superintendent Leadership Certification program.

### APPLICATIONS

Interested applicants are encouraged to email by August 16, 2021, a cover letter, curriculum vitae, and contact information of five education references, in one single pdf file not to exceed 5 pages to:

**Dr. Norman Yanitski**  
**Education Consultant**  
**Alberta School Boards Association**  
**E: [nyanitski@gmail.com](mailto:nyanitski@gmail.com)**  
**P: 780.293.8809**

Interviews for selected candidates will take place on October 15/16th, 2021. For more information, visit the division website: [www.gpcsd.ca](http://www.gpcsd.ca)

# IDEAL CANDIDATE PROFILE

## Education:

- Must be a practicing Catholic and be a Catholic leader visible to the greater parish and school community
- Master's degree as a minimum
- Completed Alberta Superintendent Leadership Certification or in process
- Must qualify for or hold teacher certification in the province of Alberta

## Experience:

- Current Catholic Educational leadership experience as a system administrator
- Previous proven track record as a principal with commitment to Catholic faith and student success

## Student Focus:

- Ensures the delivery of quality Catholic education is provided to all students
- Devoted to meeting student needs first in a safe and caring environment
- Ability to optimize financial resources for maximum student benefit
- A passionate advocate for Catholic education recognizing the importance of a diverse student population
- Establishes the structures and supports necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all
- Establishes and sustains a Catholic learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement

## Urban/Rural Education:

- Visits schools regularly to meet and engage with staff and students
- Committed to serving in a geographically large diverse area
- Understanding of unique urban/rural context such as transportation and student programs
- Connects and meets annually with each local community to work collaboratively for the benefit of students

## Leadership Skills

- Ability to work as a team with the elected Board
- Politically astute
- Ability to work effectively with Alberta Education and other partners – local, regional, and provincial
- Ability to work cooperatively with neighbouring jurisdictions
- Ability to engage regularly with principals to establish common purposes
- Committed to continuous improvement of self, others and the Catholic community
- Maintains a balance between building on current strengths and encouraging innovative new ideas
- Committed to collaborative and transparent decision making, balanced with the strength to make necessary, sometimes difficult, decisions

## Communication Skills:

- Proactive in internal and external communications enhancing understanding of District goals
- Communicates using various methods with students, staff, and members of the school community (e.g., division website, newsletters, email, social media, virtually, and via local media)
- Provides recognition and a positive workplace
- Articulates a shared vision informed by research on effective learning, teaching and leadership

## Management Skills:

- Fiscally responsible
- Implements actions to support the Divisions strategic plan
- Effective technology skills
- Ability to prioritize and structure the organization for maximum effectiveness
- Strengths in planning, delegating, time management, and assignment of responsibilities

## Personal Qualities and Attributes:

- Sincere practicing Catholic
- Demonstrates compassion, integrity, caring, a sense of humour, and is a person of principle
- Demonstrates and values ethical behaviour
- Maintains a healthy work/life balance