



Superintendent of Schools/CEO Buffalo Trail Public School Division

The Board of Trustees invites applications for the position of Superintendent/CEO for Buffalo Trail Public School Division. Duties will commence August 8, 2023 or as mutually agreed.

The Division

Buffalo Trail Public School Division is a rural school division in the east central region of Alberta, with its Division Office located in the Town of Wainwright. The Division covers approximately 14,250 square kilometers and serves communities from Dewberry in the North, Provost in the South, Chauvin in the East and Innisfree in the West. Presently, Buffalo Trail Public Schools has 26 school sites, including one outreach/learning hub site, eight Hutterite Colony schools, serving approximately 4000 students. Buffalo Trail Public Schools currently employs 525 teachers and support staff.

The Division is proud to:

- Support learning success for all students
- Foster safe and caring learning environments
- Build strong collaborative relationships

Our mission: Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

Our vision statement: To be dynamic leaders in empowering students to be caring, responsible, and contributing global citizens with a passion for learning.

Our values:

- Demonstrate integrity and transparency
- Encourage innovation and collaboration
- Embrace diversity and belonging
- Provide opportunity and choice
- Celebrate success and recognize excellence
- Take ownership and exhibit accountability

Over the past several years, Buffalo Trail Public Schools has had one of the highest percentages of student high school graduation rates in the province. The Division is also recognized for having one of the highest rates for student transition to post-secondary in the province.

A Board of nine trustees, each representing a ward in the Division, has been elected to govern the Division in service to their constituents.

The Division's operating budget for 2023/24 is \$50,000,000.

The Region

The Buffalo Trail region lies approximately two hours southeast of Edmonton. The region is the most densely populated rural area in the province and boasts an extensive variety of year-round recreational opportunities. Farming, tourism and oil/natural gas provide a strong economic base for the area. A military base is located near Wainwright.

The Candidate

The successful candidate will be a visionary educational leader of integrity who will recognize the unique needs and interests of rural communities, and who can effectively address the challenges of emerging from the pandemic by providing for stability for students and staff. Staff wellness must be a definite priority within an atmosphere of positive working relationships.

An individual who can grow and provide innovative, vibrant leadership within a team-oriented, collaborative environment will find this an exciting opportunity. The ability to develop leadership capacity in others and to enhance the engagement and commitment of Division stakeholders is desired.

A proven track record of broad-based educational leadership experience in the K-12 sector, eligibility for Alberta teacher certification and Superintendent Leadership Quality Standard certification, and a Master's degree are all requirements for the position.

Excellent interpersonal, communication and conflict resolution skills, a demonstrated ability in instructional leadership, strategic planning and fiscal management, together with high standards of ethical conduct and emotional intelligence are all important attributes. Accountability to oneself and others will be a natural characteristic.

The Board seeks a leader who can build on the current strengths of the Division, lead engagements with communities and can work collaboratively with Division partners, and Alberta Education.

More Information

For more information, visit www.btps.ca

The competition will remain open until a suitable candidate is found. Applications received prior to June 12, 2023 are assured careful consideration.

Applications

E-mail, by June 12, 2023, 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: 780.995.3306



BUFFALO TRAIL PUBLIC SCHOOL DIVISION
SUPERINTENDENT OF SCHOOLS/CEO SEARCH
IDEAL CANDIDATE PROFILE

Education

- Master's degree as a minimum
- Must qualify for or hold teaching certification in the Province of Alberta
- Must qualify for or hold the Superintendent Leadership Quality Standard in Alberta
- Knowledgeable about current Alberta legislation, educational research, issues and trends

Professional Experience

- Broad educational leadership experience in the K-12 sector, preferably including successful experience at the principal and central office levels
- Knowledgeable and supportive of rural education differences and issues
- Commitment to continuous quality improvement
- Application of effective educational practices
- Is respected by peers and principals
- Ability to address current educational issues

Student Focus

- Meets student needs first
- Enhances the success of all students
- Develops twenty-first century learners in a welcoming, caring, respectful, safe, healthy and inclusive working environment
- Demonstrates a strong commitment to student achievement and success in all curricular areas
- Ensures citizenship and character development of students
- Promotes positive mental health, social-emotional learning, and healthy relationships within schools and community

Rural Education

- Empathetic to rural concerns and traditions
- Committed to serving in a geographically diverse area
- Purposefully visible in schools and communities
- Recognizes the diversity and interests of all Buffalo Trail schools
- Ability to continue to unify schools toward common Division purposes
- Empathetic to the needs and interests of small schools

Leadership Style

- Is an ethical leader who demonstrates personal and corporate integrity
- Committed to a collaborative, transparent approach to decision-making processes
- Demonstrates supportive teambuilding skills
- Committed to building strong working relationships within the Division and with external partnerships
- Committed to continuous improvement of self, others and the organization
- Ability to mentor staff, build capacity and utilize their unique strengths and talents
- Ensures accountability of self and others

- Maintains an effective process for staff growth, supervision and evaluation
- Ability to make Buffalo Trail the Division of choice for parents, students and new teaching candidates
- Ability to work effectively with other partners – local, regional and provincial - and with Alberta Education
- Capability and desire to meaningfully engage and work effectively with communities within the Division
- Evidence-based decision maker
- Committed to innovative and visionary leadership, building on current Division strengths
- Utilizes policy effectively to guide decision making
- Politically astute - locally, provincially and federally
- Capacity to facilitate strategic planning processes with appropriate stakeholder input
- Represents the Division in a positive, balanced and professional manner
- Models a healthy balance between personal life and work
- Models life-long learning

Board Relations

- Keeps the Board well informed
- Displays an ability to collaborate on the Board's work in governance and policy matters
- Contributes to a healthy, positive effective 'first-team' Board-Superintendent working relationship; one that welcomes constructive debate in pursuit of advancing Board priorities
- Facilitates the Board's work to ensure a system approach to shared decision-making
- Assists the Board in its short- and long-term planning
- Provides balanced and candid reports to the Board on issues and outcomes
- Completes tasks requested by the Board in a timely and efficient manner
- Deals with issues and reports back on outcomes; enhances Board success

Administrative Skills

- Knowledge and understanding of and commitment to the advancement of technology applications to enhance organization and learning effectiveness
- Strong oral and written communication skills
- Strengths in planning, delegating, time management, assignment of responsibilities and ensuring successful completion of tasks
- Ability to structure the organization for maximum effectiveness
- Ability to optimize financial operations for maximum student benefit
- Fiscally responsible; prudent
- Empowers others

Communication/Community Engagement

- Promotes strong community engagement in a manner which strategically advances the interests of the Division, including exploring opportunities for collaborative partnerships at all levels
- Clearly articulates and inspires a shared vision throughout the Division
- Develops, in collaboration with the Board, a strong public relations program within the community
- Demonstrates strong communication and facilitation skills, including networking and public engagement
- Is approachable and has the capability to work effectively with administrators, staff, parents, and school councils within the community context