



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

**Associate Superintendent,
Human Resources
Division Office
Nisku, AB**

(Duties will commence on May 1, 2024, or as mutually agreed)

Competition #2023-24-93

Due to the impending retirement of the current incumbent, Black Gold School Division is pleased to invite applications from experienced, energetic and progressive leaders for the position of Associate Superintendent, Human Resources and Administration. Black Gold School Division is Alberta's 7th largest school system with its central office located in Nisku adjacent to the Edmonton International Airport. The Division has 31 schools located Beaumont, Calmar, Devon, Leduc, New Sarepta, Thorsby and Warburg. Black Gold has a population of approximately 13,000 students with a workforce of approximately 1300.

The Associate Superintendent, Human Resources will provide leadership in the following areas:

- Employee Services: attend to personnel matters, teacher certification, teacher mentorship, supervision and evaluation of performance, attendance management, leaves and personnel records
- Staffing: coordinate recruitment, hiring, work assignments, and transfers within the division
- Labour Relations: administer collective agreements and lead all negotiations
- School Administration: provide leadership development and professional learning
- Senior Administration liaison to assigned schools
- Occupational Health and Safety
- Additional leadership duties are required

Educational leaders with the following qualifications and attributes are encouraged to apply:

- A master's degree in Education, Leadership, or other relevant discipline
- Proven leadership as a school principal
- Demonstrated commitment to excellence and continuous improvement
- Ability to offer strategic insight and make informed decisions concerning HR issues
- Superior communication, problem-solving, and interpersonal skills
- A Human Resources Management certificate or CPHR is an asset
- Fluency in both oral and written French is an asset

*Applications, created in a single document, which include a cover letter, resume, and a list of three referees,
will be accepted until:*

Friday, December 15, 2023 @ 12:00 p.m.

**Send applications to:
Michelle Unchulenko
Human Resources Coordinator
Human Resources and Administration
Black Gold School Division
3rd Floor – 1101-5th Street
Nisku, AB T9E 7N3
michelle.unchulenko@blackgold.ca**

Thank you for showing an interest in this position; only those selected for an interview will be contacted. Resumes of those individuals not granted an interview will not be kept on file and will be disposed of appropriately.