



The Board of Trustees invites applications for the position of

Superintendent of Schools / CEO

Peace Wapiti Public School Division, Alberta

Duties will commence on September 1, 2025, or as mutually agreed

THE DIVISION: [Peace Wapiti Public School Division \(PWPSD\)](#) is a geographically large rural jurisdiction located in northwestern Alberta. The Division surrounds the City of Grande Prairie, with boundaries covering more than 43,500 square kilometres – from the Peace River in the north, to south of the Wapiti River, stretching from west of the Town of Valleyview to the British Columbia border.

The scenic area boasts a thriving resource-based economy, and offers a wide variety of post-secondary, sports, arts, culture, and well-equipped facilities for all interests. Continued economic growth is expected in this vibrant region known as the Peace Country.

The Division has an annual operating budget of approximately \$90 million and supports an increasing enrolment of approximately 6,000 students in 34 schools.

PWPSD employs the full-time equivalent of 375 teachers, 600 non-teaching staff, and a considerable number of part-time and casual personnel, making it one of the largest employers in the Peace River Region.

The PWPSD Transportation department owns and operates a fleet of 151 buses on 104 routes, transporting its students, and those from another local school board, more than 58,100 kilometres per day to schools within the city and the surrounding rural areas, making it the third largest rural transportation system in Alberta. The Transportation department also provides charter bussing services to other school divisions and public entities.

PWPSD Central Office is located within the City of Grande Prairie and houses the administrative, transportation, facilities and maintenance, and technology centres. A sub-office in Spirit River provides a central location for school administration in the Division's north. The PWPSD Facilities and Maintenance department maintains 83,600 square metres of buildings.

THE CANDIDATE: The Board is seeking a dynamic, results-oriented leader with a dedicated commitment to students. The successful candidate will have a strong work ethic, be committed to excellence and continuous improvement, and possess effective, collaborative leadership skills while ensuring accountability of self and others.

The individual will be highly skilled in administration with a proven track record as a successful teacher and leader. The ideal candidate models and inspires ethical conduct characterized by integrity, respect, openness and honesty in interpersonal relationships. An understanding of rural education would be considered an asset.

The Superintendent/CEO will work collaboratively with the Board and staff to promote PWPSD's positive culture and strengths. The successful candidate will be committed to the ideals of public education, as well as the [mission, vision and guiding priorities](#) of PWPSD.

Applicants must have central office experience, qualify for Alberta Teacher's Certification, possess at a minimum, a master's degree in education and hold or be in a position to qualify for Superintendent Leadership Certification. In addition, they must be familiar with the expectations outlined in the Alberta Education Act and applicable legislation.

For additional information about the responsibilities of the successful candidate, please review *Policy CB – Superintendent* and *Policy CCA – Organization Chart*, available on the PWPSD website under [Division Policies](#).

APPLICANTS: Applications received prior to midnight on Monday, November 11, 2024, are assured careful consideration. Applications should include: a cover letter, curriculum vitae, most recent evaluation, and a list of five references. Applications will be accepted online via [Apply to Education](#) or by mail to Peace Wapiti Public School Division, 8611A – 108 Street, Grande Prairie, AB T8V 4C5 Attention: Kellie Lewis, Director of HR or by email to kellielewis@pwpsd.ca.

PWPSD provides a competitive salary and comprehensive benefit package. A current criminal record check (including Vulnerable Sector Check) is a requirement of employment. Only those candidates selected for an interview will be contacted. As an employer, PWPSD reserves the right to check internal and external references prior to an interview. By applying for a position with PWPSD, you are authorizing school division officials to contact individuals listed as references, or other individuals/organizations, regarding employment-related and/or professional information for the purpose of determining suitability, eligibility and qualifications for employment.