

Assistant Superintendent Corporate Services / Secretary Treasurer

*Foothills School Division seeks ambitious and career-oriented candidates with proven leadership skills to apply for the role of Assistant Superintendent Corporate Services / Secretary Treasurer, pursuant to Section 68(a) of the Education Act. **Duties will commence on June 1, 2025 or as mutually agreed.***

THE SCHOOL DIVISION

Foothills School Division (FSD) serves the learning needs of approximately 8,000 students in junior kindergarten (pre-kindergarten) through grade 12, and employs more than 900 teachers and support staff who are focused on our common purpose of placing education at the centre of a flourishing community. Located in the scenic foothills of the Rocky Mountain FSD shares a common border with the City of Calgary within the Municipal District of Foothills, the Division encompasses the Towns of Okotoks, High River, Diamond Valley as well as the communities served by our Blackie, Cayley, Heritage Heights (DeWinton), Longview, Millarville and Red Deer Lake (south Calgary) schools. Continued economic growth is expected in this stunning geographic region.


Governed by six publicly elected Board of Trustees, FSD operates 21 public schools, an open campus location providing academic support programs, and three Hutterite Colony schools. The Division has an annual operating budget of about \$100 million. The Central Office is in downtown High River, Alberta, with Facility Services and Transportation located in High River and Aldersyde. FSD owns and operates a fleet of buses on 72 routes. The Division is among the largest employers in the region.

FSD is a *Place for All*. We promote safe, caring, welcoming, and inclusive learning environments for our students and focus on developing healthy, respectful relationships at all levels – with our students, school families, and team members.

We honour the spirit, life, and lessons this land and its ancestors teach us. We acknowledge the traditional land and territories of the Siksika, Piikani, Kainai, Tsuut'ina, and Îyârhe Nakoda as well as the Foothills District and the Rocky View District within the Battle River Territory of the Otipemisiwak Métis Government of Alberta.

THE POSITION

Reporting to the Superintendent of Schools, the Assistant Superintendent Corporate Services / Secretary-Treasurer is a member of the central office executive leadership team. The Assistant Superintendent Corporate Services / Secretary-Treasurer is responsible for advancing and achieving the Division's vision, mission, purpose and guiding principles through the Corporate Services Department. The position is responsible for all functions relating to the budgeting, accounting, financial services, facilities services, transportation services, technology services, OH&S, FOIPP, relevant policy development, staff negotiations, and providing corporate services for the Board of Trustees. The Assistant Superintendent Corporate Services / Secretary-Treasurer is responsible for the management and monitoring of all business services for the Division. The detailed position description is available [here](#).

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THE CANDIDATE

Guided by the division's vision, mission, beliefs, values and goals, the Assistant Superintendent Corporate Services / Secretary- Treasurer will assist and report to the Superintendent in fulfilling the general and specifics aspects of the role. The Division is seeking a skilled financial leader and creative problem solver. With a transparent, responsive and collaborative leadership style, the Assistant Superintendent Corporate Services / Secretary-Treasurer will ensure that business services support effective education services for students and contribute to the achievement of the district's strategic goals. The Assistant Superintendent Corporate Services / Secretary-Treasurer will be innovative and possess policy, systems, and planning expertise to assist the Superintendent and Board of Trustees with complex decision-making in a growing and diverse environment.

APPLICATIONS

Please submit your resume and cover letter via the Foothills School Division [careers page](#).

This competition will remain open until a suitable candidate is found. Applications received by **February 21, 2025 at 4:00 pm** are assured careful consideration.

We appreciate and consider all applications, but only those applicants selected for further consideration will be contacted.

