

# Lethbridge School Division

## Associate Superintendent, Business and Operations – Education Centre

**Although the competition will remain open until a suitable candidate is found.**

Lethbridge School Division invites applications for the position of Associate Superintendent of Business and Operations, seeking innovative, open-minded leaders who approach life as a learner and inspire others to do the same. The ideal candidate will nurture a collaborative and efficient work environment, driving operational excellence and financial sustainability through innovative practices. This leader will prioritize building strong relationships across the Division, promoting employee well-being, and embodying the belief that all stakeholders have the potential to improve and grow. The successful candidate will be committed to continuous improvement and professional growth and, with vision, compassion, and purpose, lead a thriving and resilient School Division through sound business and operational leadership.

Position is anticipated to commence August 5, 2025.

### **The Division**

Our School Division, situated on the beautiful traditional lands of the Blackfoot people, is dedicated to growing, leading, and supporting our community through the values of learning, respect, leadership, well-being, and inclusion. We provide culturally authentic learning opportunities that nurture the growth and well-being of all students and staff. Embracing diversity within our inclusive schools, our division is recognized for its innovative culture and commitment to fostering leadership and community partnerships. We offer meaningful, engaging learning experiences through a wide range of student-centered programs that meet the unique needs of each learner while prioritizing the well-being of everyone in our schools.

With over 1200 dedicated staff members, Lethbridge School Division serves the educational needs of more than 12,000 students across 24 schools in the city. Together with our community, we create a welcoming and supportive environment where everyone can thrive and reach their full potential.



## **Mission**

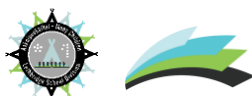
Lethbridge School Division is inclusive, forward-thinking and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens.

For a complete overview of our division, visit our website.

## **The City of Lethbridge**

Lethbridge is located just two hours south of Calgary, close to the Rocky Mountains and U.S. border. It is a family-oriented and culturally vibrant community with many amenities of a larger city. Lethbridge has over 100,000 residents and is one of only a few cities its size with two post-secondary institutions. Lethbridge Polytechnic and University of Lethbridge. Lethbridge has a robust fine arts community and is renowned for the breadth of recreation activities with outstanding facilities. Lethbridge offers more than 70 parks, 140 km of walking and running trails, playgrounds and sports fields throughout the city.

The City of Lethbridge is a proud neighbour to the largest First Nation reserve, by area, in Canada. Kainai Nation (also known as the Blood or Kainaiwa), covers 1,342.9 km<sup>2</sup>, and is located southwest of the city of Lethbridge, north of the town of Cardston, east of Pincher Creek, bordered on all sides of the Oldman, St. Mary and Belly rivers in Alberta. We are fortunate to learn from Indigenous communities and are committed to enhancing our understanding of the truths of our past so we can continue to move towards reconciliation.



## **The Position**

As a key member of the Division's senior leadership team, the Associate Superintendent of Business and Operations reports to the Superintendent of Schools. The Associate Superintendent will be a proven leader with demonstrated success in a senior financial position, inspiring staff growth, implementing change, and developing a strong team. As a member of the senior leadership team, the Associate Superintendent participates in decision-making and policymaking at the highest level and provides advice and support to the Board of Trustees in a variety of areas with specific focus on finance activities and outcomes that fall within governance.

The successful candidate will lead and manage all aspects of the division's business operations and, in accordance with the Alberta Education Act, you will also serve as the Division's Secretary Treasurer. This includes financial services, facilities, technology, transportation, contract management, risk management, and occupational health and safety. The position will also advise and assist on strategic decision-making and policy development.

## **Position Responsibilities**

The Associate Superintendent leads and manages all aspects of the Business and Operations department including, but not limited to:

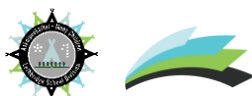
- Financial Management;
- Develops and oversees financial plans and division budgets;
- Ensuring compliance with financial management policies, controls, and audit procedures;
- Managing investments and safeguarding division funds;
- Provide leadership within transportation services, facility services, and technology services;
- Overseeing facility operations, maintenance, and long-term capital planning;
- Collaborating with service providers for efficient student transportation services;
- Overseeing Occupational Health and Safety within the division and ensuring compliance with the Alberta Occupational Health and Safety Act;
- Oversees incident monitoring, reporting, and facility inspections for the division;
- Risk Management by identifying and mitigating risks to protect the division's assets and interests;



- Managing insurance policies and risk assessments;
- Oversee technology infrastructure and innovation;
- Ensure cost-effective procurement and material management practices across the division;
- Contract negotiation and administration;
- Facilitates collective bargaining with all employee groups and serves as a negotiator;
- Develop and review contracts to align with division policies;
- Provides leadership and guidance for the board in matters related to governance and board organization;
- Governance and community engagement;
- Act as the liaison with government bodies and community stakeholders;
- Represent the division at public events and community meetings;
- Provides leadership and direction with school attendance boundaries and inclement weather/temporary school closure procedures;
- Participates in the strategic planning process including the development of Division plans, goals as directed by the Superintendent;
- Planning as a member of the senior administrative team.

### **Position Requirements**

- We are seeking an experienced leader with a record of successful leadership experience in a financial role (CFO, VP of Finance or similar) within a large educational institution or division, major business or similar organization, who has successfully guided change throughout their career. The successful candidate will have:
- Chartered Professional Accountant (CPA) or graduate degree (e.g., MBA, MPA);
- Certified School Business Official (CSBO) designation is an asset;
- Experience with public sector accounting principles and practices, including knowledge of funding models, financial regulations, and compliance requirements specific to educational institutions;
- Proven track record of working with school boards or similar governing bodies, including experience in presenting financial reports, advising on fiscal policy, and supporting decision-making processes;



- Demonstrated experience managing budget of significant size, including forecasting, variance analysis, and cost control in a large-scale organization.
- Experience with multiple operational areas, including finance, facilities, technology, risk-management and transportation;
- Proven track record of managing change in complex environments;
- Strong communication and interpersonal skills;
- Visionary leadership with a learner mindset;
- Excellent problem-solving, negotiation, and conflict-resolution abilities;
- Exhibit high level of personal, professional and organizational integrity;
- Knowledgeable about the principles of effective governance.

### **Conditions of Employment**

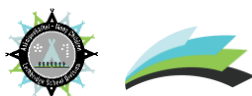
To ensure and maintain a safe and secure working and learning environment, applicants new to Lethbridge School Division who are offered employment must provide:

- A police information check; including Vulnerable Sector Check from Police Services or an RCMP detachment that does not have any charges or convictions.
- A satisfactory Intervention Record Check from South Region Alberta Child and Family Services.
- Proof of photo identification and documentation of a valid Social Insurance Number in the employee's legal name.
- Travel is required within the city, therefore a valid Class 5 Driver's License is required.

Inquiries about the application process can be directed to Human Resources Executive Assistant, Katie Guccione at [katie.guccione@lethsd.ab.ca](mailto:katie.guccione@lethsd.ab.ca).

Inquiries about the role description can be directed to the Associate Superintendent of Human Resources, Robbie Charlebois at [robbie.charlebois@lethsd.ab.ca](mailto:robbie.charlebois@lethsd.ab.ca)

Although the competition will remain open until a suitable candidate is found, applications received by **3:00 pm on February 5, 2025**, will be assured careful consideration.



## Selection Process Information

We thank all candidates for their interest, however, only those selected for further consideration will be contacted for an interview.

## Application Information

To apply to this position please visit our [website](#).

Applications must include the following:

- Cover letter directed to Michael Nightingale, Superintendent of Schools;
- Resume highlighting professional qualifications and experience;
- Minimum 4 professional references.

Note, the total number of pages for the application package (Cover letter, resume and references) cannot exceed 4 pages.

Please include copies of the following with your application:

- Chartered Professional Accountant (CPA) certificate or graduate degree (e.g., MBA, MPA).
- Certified School Business Official (CSBO) certificate (if applicable).

## Salary and Benefits

*Lethbridge School Division provides an exceptional benefit package as well as professional learning opportunities, the ability to build rewarding connections with the community, and the opportunity to work within a supportive and collaborative team!*

