

Associate Superintendent Learning Services

Chinook's Edge School Division (CESD) invites applications for an Associate Superintendent Learning Services effective August 15, 2025.

The Associate Superintendent Learning Services is a member of our central office leadership team and is responsible for leadership of all learning and professional supports across the school division. The successful candidate will be able to provide detailed evidence of:

- Five or more years of proven leadership as a school and/or system leader with experience as a school principal.
- A masters degree in education, leadership or other relevant discipline.
- A proven record of treating people with respect, kindness, empathy, fairness, and compassion.
- Exemplary communication skills that regularly provide opportunities for input from others;
- The ability to work collaboratively with a wide variety of teams, committees, and partners;
- The ability to respond to complex or sensitive situations with reasonable solutions or decisions;
- The ability to develop and implement strategic plans and processes that address system-wide challenges.

Reporting to the Superintendent of Schools, the Associate Superintendent, Learning Services will have duties and responsibilities in the following areas:

- Providing leadership and direct assistance to the Superintendent and school administrators in all areas of Learning Services for school communities within the Chinook's Edge School Division (the Division);
- Providing consultation, supervision and coordination of the Learning Services team in the areas of literacy, numeracy, assessment/reporting, new curriculum and French Immersion.
- Assisting principals in supervising and supporting teachers in the areas of curriculum, instruction, assessment, and educational technology, including new teacher orientation and teaching mentorship programs.
- Overseeing and supervising implementation of and orchestration of success with new provincial and school board initiatives or priorities including new provincial programs of study, and assessment and reporting initiatives.
- Overseeing and supervising successful implementation of locally developed courses throughout the Division.
- Supervising the division's Learning Commons technicians and Instructional Media Centre personnel.
- Acting as liaison for and with Alberta Education, including but not limited to, ensuring compliance with regulations and directives and providing the Division's responses and data when required;
- Acting as liaison to researchers requesting permission to conduct research within the Division.
- Ensuring compliance with board policies and administrative procedures that deal with curriculum implementation, assessment, professional development, and exercising responsibility for system planning.
- Participating as a member of the comprehensive Central Office Leadership Team (COLT) particularly in the area of instructional leadership and leadership development.
- Collaborating with the Associate Superintendent of Corporate Services in facilitating and leading Technology including Student Information, Summer School and Career Connection initiatives in Chinook's Edge.
- Serving as liaison Superintendent for approximately eight or nine schools in the Division.
- Working closely with members of the Superintendency team to ensure an appropriate alignment between all departments and Division goals, strategies, and measures.



Chinook's Edge School Division Posting and Career Opportunity

- Working as a member of the Superintendency Team to develop the Division's Three-Year Education Plan and Education Results Report;
- Participating in a comprehensive team environment that develops the skill set and the mindset of the Division's teachers and school administrators;
- Managing the fiscal resources allocated to the Learning Services department;
- Managing human resources within the Learning Services department in collaboration with the Associate Superintendent - People Services;

Other responsibilities will include assisting administrators and other Division personnel as required and performing duties as assigned by the Superintendent provided these duties do not consist of teaching or school administration.

We ask that applicants prepare both a cover letter and resume, complete with the names and phone numbers of at least three current work related references. Cover letters can be addressed to Mr. Kurt Sacher, Superintendent, Chinook's Edge School Division. Applications for this posting will be accepted until **11:59 pm, Thursday March 6th, 2025**. The successful applicant will be required to provide a criminal record and vulnerable sector check. Applications for this posting will only be accepted by using the 'Apply' link on this page, and will no longer be accepted by email.

Chinook's Edge School Division is one of the largest school divisions in the province. Situated in central Alberta between Calgary and Red Deer, Chinook's Edge is home to 11,000 students and 2,000 staff throughout 40 schools. Our schools are located in 13 communities that sprawl east and west from the Highway 2 corridor, conveniently providing Chinook's Edge staff and families with the best of both worlds: a friendly, healthy and affordable small-town lifestyle combined with the proximity to big city amenities! Plus, the world famous Rocky Mountains are a short drive away. The Chinook's Edge reputation for staff and student wellness, our family-friendly communities that boast easy access to exciting cultural and recreational opportunities, and our highly regarded quality learning environments make us a desirable division in which to live, learn, work and play! For more information on Chinook's Edge School Division, please check our website (www.cesd73.ca).

By virtue of the submission of an application, the applicant agrees that the Superintendent or designate can contact previous employers for the purpose of conducting confidential reference checks whether or not the applicant has listed a reference for that employer.

While we thank all applicants for their interest, only those individuals selected for interviews will be contacted. Resumes of individuals not granted an interview will not be kept on file.