



## Deputy Superintendent

Prairie Land School Division  
Central Office, Hanna, AB  
Competition #PLSD -2084

### The Opportunity

Prairie Land Public School Division invites highly motivated and career-minded individuals who are exceptional leaders interested in applying for the position of Deputy Superintendent.

### The Division

Prairie Land is one of the geographically largest school jurisdictions in Alberta, encompassing approximately 15,500 sq km in the East-Central region of the province. Proudly serving almost 5,000 students, Prairie Land meets the needs of students in smaller rural communities, Hutterite Colonies, Online schools, a Christian school, and Islamic schools and academies in the City of Calgary. The jurisdiction includes 25 schools and 425 staff and is governed by eight elected Trustees. The division's central office is in the community of Hanna, Alberta.

Prairie Land Public School Division's four focal points are:

- Teaching and Learning
- Health and Wellness
- Culture and Inclusivity
- Engagement and Community

### Background

Guided by the division's vision, mission, beliefs, values and goals, the Deputy Superintendent will assist and report to the Superintendent in fulfilling the general and specifics aspects of the role. The position is responsible for all functions relating to division-wide technology planning and implementation; student services; instructional supervision and student achievement; interagency services; and other duties as assigned by the Superintendent. Support to school administration, Central Office administrative staff, department heads, and to the Board as requested will be an essential function of this role.

### Role and Responsibilities

- **Provide Leadership:** Ensure students meet educational standards, implement policies and procedures, support staff development, and maintain a safe and orderly learning environment.
- **Curriculum Implementation:** Collaborate with Alberta Education, support initiatives, optimize timetables, maintain school accountability, and coordinate career development programs.
- **Inclusive Education:** Ensure effective programming for all grade levels, aligning with standards in inclusive education, fostering strong partnerships with service providers, and providing assurance.
- **Technology Leadership:** Oversee division-wide technology initiatives including the division's Technology Plan, technical assistance, security & privacy, maintenance of software standards, updating the division web site, and ensuring support staff receive training.
- **Staff Management:** Oversee hiring, orientation, development, and supervision of Instructional Program Coordinators and Family Resource Workers; support Principals in managing Educational Assistants and Librarians; facilitate professional development; ensure job descriptions and evaluations are up to date.
- **Fiscal Responsibility:** Adhere to approved budgets, align financial resources with educational priorities, and explore ways to enhance funding.

- **Communication & Community Engagement:** Foster open communication, maintain high parent satisfaction, engage with the community, and actively promote the Prairie Land Public School Division.
- **Collaboration with Leadership:** Maintain a professional relationship with the Superintendent, respect the role, and support divisional operations.
- **Integrity & Government Relations:** Exhibit strong, supportive leadership, maintain high ethical standards, and build relationships with government agencies and stakeholders.

## Requirements

The successful candidate will:

- Hold or qualify for Alberta teaching certification
- Hold or qualify for Alberta Leadership Certification
- Master's degree in education from a recognized university
- Excellent interpersonal skills with demonstrated ability to build, establish and maintain collaborative, service-oriented relationships with all stakeholders
- Strong problem-solving and time management skills with a proven ability to meet deadlines and achieve high standards of service and performance
- Highly motivated coach and mentor who brings out the best in others
- Experience with strategic planning and innovation, including instructional leadership at the school and/or division level
- Demonstrate high standards of integrity and the ability to ensure confidentiality with sensitive information
- Fiscally responsible, with a working knowledge of educational finance, budget, and controls that maximize opportunities for student learning.

## Benefits

Alberta School Employee Benefit Plan (ASEBP) coverage

Alberta Teachers' Retirement Fund (ATRF) pension

## Application

Please submit a cover letter, curriculum vitae, copies of relevant qualifications/certifications, and names, positions and telephone contact information for at least three recent professional references to

**Karl Germann, Educational Consultant**

**Alberta School Boards Association**

[KarlGermann27@gmail.com](mailto:KarlGermann27@gmail.com) 780.518.3691

**Candidates who submit required documents prior to April 7, 2025, will be given careful consideration. The start date for the position is negotiable, but a July 1, 2025, start date is preferred.**

*Thank you to all applicants, but only those who will be interviewed will be contacted. In accordance with Board policy, the successful applicant will be required to provide a recent Criminal Record Check (including Vulnerable Sector Check) and Child Intervention Check satisfactory to PLRD prior to commencement. Please quote the competition number on application.*