

Evergreen Catholic Separate School Division

Ever Growing, Learning, and Living in Christ

2025-2026 School Year

EMPLOYMENT OPPORTUNITY

DIRECTOR OF FACILITIES AND TECHNOLOGY

Evergreen Catholic Schools seeks a Director of Facilities and Technology with integrity, high standards, and experience in the public sector educational industry. The ideal candidate will be an educational leader who can advise the Superintendent of Schools on assets, facility and technology infrastructure management for the Division. This position will serve as a key member of the senior administrative team, reporting to the Superintendent of Schools.

About the Division:

Evergreen Catholic Separate School Division is comprised of ten (10) schools in the communities of Devon, Hinton, Spruce Grove, Stony Plain, and Westlock. The Division has approximately 4100 students in Pre-Kindergarten to Grade 12 programs and is experiencing consistent growth. We are a Catholic faith community committed to serving each individual child in an atmosphere of faith, hope, and love through our mission of Ever Growing, Learning, and Living in Christ. Over 450 dedicated and committed staff deliver exceptional educational programming permeated with the Catholic faith. The Division's operating budget for 2024/2025 is approximately \$50,000,000.

Key Responsibilities:

- Oversee capital assets, operations, and maintenance of all facilities including Infrastructure Maintenance Renewal (IMR) and Capital Maintenance Renewal (CMR)
- Serve as the key contact for occupational health and safety (OHS).
- Manage technology operations, including the information and technology department, technology infrastructure, and security protocols.
- Work collaboratively with the Board of Education, Superintendent, division and school leadership teams, and staff at all levels.
- Support the Division's faith priorities, goals, values, and beliefs.
- Provide direction to Principals and Administration for operations, maintenance, and cleaning, including special requests based on student needs.
- Oversee contracts and agreements, including administration lease agreements and service contracts.
- Oversee the Facilities and Technology teams, including the approval and payment of employee salaries and wages, and the administration of employee benefit programs.

Ideal Candidate Qualifications:

- At least five years of senior management experience in a large and complex organization, preferably in the education sector.
- Strong knowledge of public sector standards in building and technology management, including budgeting, financial reporting, auditing, risk management and internal controls.
- Proficiency in Microsoft Office applications and technology management systems.
- Experience in dealing with legal, labor, and insurance matters.
- Post-secondary education and/or experience in the public sector educational industry.
- Ability to lead and motivate teams to meet the Division's Vision, Mission, and Values.

Skills and Abilities:

- Balance a hands-on approach in a smaller division while also being able to delegate responsibility effectively.
- Excellent interpersonal, communication, analytical, and conflict resolution abilities.
- Skills in planning, executing, and overseeing projects to ensure timely completion and within budget.
- Build effective relationships within and outside of the Division to maximize partnership and collaboration.
- The capability to identify issues, analyze information, and develop effective solutions.

Application Process:

A competitive compensation package is provided. Duties to commence at a mutually agreeable time. For further clarification or questions, you may contact Cindy Escott, Superintendent of Schools at cescott@ecsrtd.ca. Please forward a cover letter, resume portfolio including three references plus a current pastoral reference to Diane Wilvers, Senior Executive Assistant, dwilvers@ecsrtd.ca.

Deadline for applications is 4:00 PM March 7, 2025



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