



**Director of Student and Staff Formation
(Faith, Curriculum, Student Wellness)
Elk Island Catholic Schools
Central Learning Services
Sherwood Park, Alberta**

Elk Island Catholic School Division seeks an educational leader with integrity and high standards to join its leadership team. The successful candidate must be able to foster collaboration, respect, and trust with a strong commitment to the Catholic faith. The Director of Student and Staff Formation (Faith, Curriculum and Wellness) will oversee, plan, and ensure overall quality and consistency of faith formation and integration of staff and students, divisional curriculum and instructional programming and systemic wellness.

Qualifications and Attributes of Educational leaders applying:

- Certificated teacher in the province of Alberta, with a Master's Degree in Education and/or Religious Education or a related field
- Five or more years' experience as a school administrator or central office leadership
- Supportive of the teachings of the Catholic Church and active in the parish
- Strong experience in curriculum and assessment
- Collaborative, emotionally intelligent leader, committed to strategic thinking, stakeholder assurance, transparent approaches to decision making, with the strength to make and stand behind difficult decisions
- Demonstrated ability to work effectively as part of a variety of teams
- A strong and visible commitment to student success
- Excellent communication, problem-solving, and interpersonal skills
- Ability to communicate in a second language (French, Ukrainian or other) is an asset
- Knowledge of current Alberta Legislation, educational research, issues and trends
- Must qualify for or hold both Teacher and Leadership certification in the Province of Alberta

The Director of Student and Staff Formation will provide leadership in the following areas:

Faith Formation and Integration

- Work directly and collaboratively with School Chaplains/Religious Leads, school leadership and instructional staff to ensure that initiatives related to faith formation, integration, and Religious Education are implemented and meet divisional objectives
- Support the ongoing faith formation of staff and students and leaders, overseeing the faith formation requirements of all staff moving to continuous status

- Develop and facilitate faith professional development activities and leadership capacity building of staff in collaboration with other CLS leadership team members
- Lead and supervise the School Chaplains and Religious Ed leads in conjunction with school administration
- Work with and serve as a liaison for the Archdiocese of Edmonton and Edmonton Eparchy and the various parishes of Elk Island Catholic Schools
- Lead the Catholic School Review Process with support from school administration and senior leadership

Curriculum, Instruction and Assessment

- Plan, support and monitor curriculum implementation for student and staff success
- Lead and support professional development in all areas of curriculum and assessment
- Work directly and collaboratively with CLS staff, school leadership and instructional staff to ensure that initiatives related to enhanced student achievement are implemented and meet provincial and divisional objectives
- Work directly and collaboratively with principals and instructional staff, to ensure that provincially prescribed Programs of Study and Board-mandated programs are being followed, support the Divisional Priorities and evaluate for effectiveness and excellence.
- Plan, monitor and analyze school level benchmark, screening and provincial assessments (e.g. Early Learning GOA literacy and numeracy screeners PATs, DIPs)
- Lead and support all consultants in curriculum and assessment

Student Wellness

- Direct resources that support student wellness initiatives in our schools
- Support holistic well-being through education and professional development
- Honor the dignity of the human person by providing and supporting diversity education and supports for equity and inclusion
- Develop and support a continuum of school and community support for student wellness
- Promote inclusive, safe, welcoming, respectful and caring learning environments
- Lead and support the Wellness Consultant

Other

- Work directly and collaboratively with the Educational Excellence team
- Lead mentorship groups in collaboration with the Educational Excellence team
- Work directly and collaboratively with Division administration and instructional staff to identify, plan, implement, and evaluate Division professional learning and mentorship projects.

- Develop planning initiatives to ensure success for First Nations, Métis, and Inuit students in the area of faith, curriculum and wellness
- Assist and collaborate in the development of innovative programming and flexible approaches to learning to improve engagement and achievement.
- Prepare and manage the department budget
- Demonstrate, promote and model safe and healthy work behaviors and practices within the workplace in compliance with Provincial regulations, Board policy and administrative procedures
- Develop and support a framework for school-based administrators to collaboratively engage their partners in key school decisions
- Support the consultation, development and implementation of the Division Education Assurance Plan
- Perform other duties as assigned by the Assistant Superintendent of Educational Excellence

If this description fits, then you are invited to submit the following information:

- a letter of interest with a vision for school-based Catholic educational leadership
- detailed resume
- priest reference
- three written professional references (please include at least one teaching colleague and one supervisor)

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

Start date of position is April 22nd, 2025.

APPLICANTS MAY EMAIL THEIR APPLICATION MATERIALS AS A SINGLE PDF FILE TO Brett Cox, Assistant Superintendent of Human Resources – brettc@eics.ab.ca and Christina MacKinnon, Assistant Superintendent of Educational Excellence – christina.mackinnon@eics.ab.ca Closing date for applications is March 13, 2025 4 pm

We thank all applicants for their interest but only those being considered to advance in the selection process will be contacted.