

SUPERINTENDENT/CEO

HOLY FAMILY CATHOLIC REGIONAL DIVISION

MISSION STATEMENT

Our Mission: “Student Success in a Catholic Community Guided by Christ”

Holy Family Catholic Regional Division will strive to provide a unique and inviting Catholic learning environment that links the home, the parish and the community.

Resources will be distributed equally and fairly so that all students can learn in a flexible, safe, and caring environment.

A strong, well-informed teaching staff with an eye to the future will provide dynamic and innovative programs in well-planning school facilities.

Students will be given the opportunity to live the values they are taught. Their uniqueness and diversity will be honoured and recognized.

All students will be successful. Graduates will be prepared so they are motivated life-long learners grounded in the Catholic faith.

[Learn More](#)

THE DIVISION

The HFCSSD (currently operating as HFCRD) officially existed on June 4, 1952, and was originally named Peace River Roman Catholic Separate School District. The division's name and region changed over the years until, in 2019, it was changed by Ministerial Order to Holy Family Catholic Separate School Division.

The division has 8 schools across Northern Alberta. HFCRD employs approximately 457 staff in various full—and part-time positions and capacities.

The division's central office is located in the Holy Family Catholic Conference Center near downtown Peace River, Alberta. The Superintendent, who also serves as the Chief Executive Officer of the Board, handles daily administration. The Superintendent is assisted by an administrative team consisting of the Assistant Superintendents, Secretary-Treasurer,

and various coordinator and managerial level personnel.

The student population is growing with projected enrolment for the upcoming year of 1,975. The Division's operating budget for 2024/2025 is approximately 33 million dollars.

THE REGION

Agriculture, tourism, various light industries and government services provide the region's economic base. The picturesque area features rolling hills, the Mighty Peace River, and diverse landscapes and recreational areas providing opportunities for camping, hiking, skiing, fishing, and other summer and winter endeavours.

The town of Peace River itself has a small-town feel with the amenities and services of a city. More information at <https://www.peaceriver.ca/>.

THE CANDIDATE

The Board seeks an authentic faith-filled Catholic to lead this growing Division. Successful leadership experience in a broad range of senior leadership positions including principalship and central office experience..

The successful candidate must qualify for Alberta teaching certification, hold a Master's degree, and hold or be in a position to qualify for Alberta Leadership Certification and Superintendent Leadership Certification.

MORE INFORMATION

Visit our website: www.hfcrd.ab.ca

The competition will remain open until a suitable candidate is found. Applications received before March 31, 2025, are assured of careful consideration. The suggested start date is August 1, 2025.

APPLICATIONS

E-mail a cover letter, curriculum vitae, and names, positions and telephone contact information for at least three recent professional references. Also, arrange for a pastoral reference who is willing to be interviewed directly to:

Michael Hauptman,
Director, M2 Educational Consulting Ltd.

SUPERINTENDENT/CEO

HOLY FAMILY CATHOLIC SCHOOLS

E: m2edcon@gmail.com

P: 780-504-2592

HOLY FAMILY CATHOLIC REGIONAL DIVISION

SUPERINTENDENT/CEO SEARCH - IDEAL CANDIDATE PROFILE

EDUCATION

- Master's degree as a minimum
- Must qualify for or hold teaching certification in the province of Alberta
- Hold or be in a position to qualify for Alberta Leadership Certification and Superintendent Leadership Certification

PROFESSIONAL EXPERIENCE

- Exceptional teacher, inspiring educator, proven servant leadership
- A broad range of experience in senior leadership positions including the principalship and preferably central office positions in a Catholic school district

CATHOLICITY

- Practicing faith-filled Catholic with a personal relationship with Christ
- Demonstrates theological knowledge and can communicate their faith formation
- Encourages the spiritual growth of all staff and students
- An active member of the church community
- Advocates for Catholic education
- Ability to work effectively and collaboratively with the Bishop of the local Diocese

PERSONAL QUALITIES

- Approachable, demonstrate warmth, openness, compassion, and a sense of humour
- Recognize and celebrate the accomplishments of others
- Committed to continuous learning and maintains knowledge of current educational issues and trends
- High personal and professional integrity
- Refined conflict resolution and issues management skills
- Decisive, will take input and advice but will then make difficult decisions
- Understands the importance of building and maintaining relationships as a key function of successful leadership

LEADERSHIP STYLE

- Entrepreneurial
- Strong accountability focus
- An advocate for students
- Servant leadership style
- Committed to the Catholic principle of Subsidiarity
- Communicates effortlessly and effectively with all staff
- Consistently and clearly articulates the Division's mission and vision and inspires people to work toward that common mission
- An effective coach and mentor who brings out the best in others
- Sets high standards and holds him/herself and others accountable for meeting those standards
- Collaborative style

SUPERINTENDENT/CEO

HOLY FAMILY CATHOLIC SCHOOLS

- An instructional leader committed to improving measurable student success
- Utilizes the latest research to continually refocus the Division
- Able to work effectively with the Board of Trustees and understands strong Board governance

SKILLS

- Demonstrated management skills
- Strong written and oral communication skills
- Strategic planning and reporting skills
- Public relations and “political” skills
- Team building skills
- Effectively represents the Division’s interests
- Curriculum implementation expertise
- Personnel administrative skills
- Ability to lead change efforts to realize the Division’s goals

FISCAL RESPONSIBILITY

- In-depth understanding of education finance, budgets, cash flow, and control systems
- Can use knowledge of finance to maximize advantages for students in leading and collaborating with the Secretary-Treasurer
- Courage and fortitude to make and implement difficult fiscal decisions