



WESTMOUNT

CHARTER SCHOOL

*Westmount Charter School's Board of Directors invites applications from suitably qualified candidates for the position of **Superintendent** at Westmount Charter School*

*Fostering Gifted Education from the
Inside Out*

Superintendent of Schools

Westmount Charter School is located in the City of Calgary, ranked one of the top cities in Canada for quality of life. We currently have two campuses located five minutes apart, the elementary campus for grades K-4 and the mid-high campus for grades 5-12. Westmount Charter School offers a diverse range of gifted education programming to 1300+ students in a congregated setting and employs approximately 180 staff. The school was granted its original charter in 1996 and was last evaluated by Alberta Education in 2013/14, resulting in a 15-year Charter to August 31, 2031. The Charter will be formally reviewed again in the 2028/29 school year.

THE SUPERINTENDENT

This role involves the provision of leadership to the board and school administration on educational and operational matters. Knowledge of Alberta's education system combined with experience in the supervision of district fiscal and facility operations as well as the management of human resources is essential. You are expected to meet the qualifications set out by the Minister of Education in Alberta's [Education Act](#) and the Alberta [Superintendent Leadership Quality Standard](#). In addition, you will be expected to have contemporary knowledge of, and a strong commitment to, the education of students who are gifted. The role of the superintendent is outlined in detail in Policy 9 of the [Charter Board Policy Handbook](#).

Are you a dynamic, visionary and authentic leader, passionate about cultivating a welcoming, safe and caring environment for our students, staff and the Westmount community? Are you committed to Westmount's mission and our vision of *fostering gifted education from the inside out*? Do you lead by example in promoting a culture of respect and inclusion?

As a forward-thinking education leader and the Chief Executive Officer of Westmount Charter School, you will embrace our Charter pedagogy, Gifted Education from the Inside Out, and possess the following professional qualifications and attributes:

- a Bachelor of Education and Master's degree or equivalent from a reputable university;
- an [Alberta Superintendent Leadership Certificate](#) issued under the *Certification of Teachers and Teacher Leaders Regulation* (or the ability to obtain temporary certification);
- eligible for or possesses Alberta teacher certification;
- at least 3 years' successful previous experience in a school system in Alberta or in a school system of an equivalent standard that is acceptable to the board that appoints the superintendent;
- administrative experience at the system or district level in the implementation of educational policies;
- experience and knowledge of Alberta's education system with respect to curriculum program matters for the effective delivery of gifted education;
- ability to establish effective interpersonal relationships with the school administration, teachers and other staff, providing both leadership and support;

- commitment to charter schools as important components of Alberta's choice in public education system;
- appreciation for the challenges and opportunities inherent in charter schools; and
- experience and knowledge of the support needed for twice-exceptional students.

Most important to our program are the following personal characteristics:

- flexibility, empathy and passion for supporting our staff needs;
- establishing a safe, caring and inclusive environment where diversity is respected, and all members of Westmount's community feel welcomed and;
- ability to navigate the complexities of our diverse community, including relationships with students, parents and staff.

THE WESTMOUNT ADVANTAGE – OUR CHARTER: *GIFTED EDUCATION FROM THE INSIDE OUT*

- Westmount Charter School is a school of choice under the Alberta *Choice in Education Act*.
- Westmount is the only K-12 congregated setting in Alberta for students who are gifted.
- The school serves approximately 1300+ students who represent a broad range of diversity including race, sex, gender identity, gender expression, English as an Additional Language (EAL), special education needs (twice exceptional), under-achievement and high-achievement.
- Over 22 percent of Westmount students are coded for specialized learning needs making this school one of the most inclusive learning environments in Alberta for gifted learners with additional support available.
- Publicly funded through Alberta Education.
- Innovative research in education/gifted education in partnership with the University of Calgary.
- Professional development for all staff in gifted education and access to additional professional development respective to the role.
- Dedicated, knowledgeable, supportive and innovative leadership teams and staff who make Westmount students our priority.
- Dedicated and supportive board members and parents.
- Professional development support and mentoring are available in the superintendent role and gifted education.
- Two locations, one school, one culture of inclusion and respect.
- Competitive compensation and benefits package.

OUR CULTURE

Westmount Charter School provides a welcoming, caring, and safe learning and working environment that respects diversity, strives for equity among our students and staff, and creates an atmosphere of inclusion, generating and fostering a sense of belonging among our community members. All individuals within the school authority have the right to learn and work in settings that promote equity of opportunity, dignity, and respect regardless of race, age, ancestry, place of origin, colour, religious beliefs, gender, gender identity, gender expression, physical or mental disability, marital status, family status, socioeconomic status, and sexual orientation.

THE APPOINTMENT

The initial appointment will be a one-year term with a provision for renewal by the Board of Directors upon the agreement of both parties. **Duties will commence on August 20, 2025, for the 2025/26 school year.** This position ranges from a 0.6 to a 1.0 FTE to be finalized upon hire and employment is conditional upon the receipt of a valid police information check including a vulnerable sector check.

EXPRESSION OF INTEREST

To express your interest, you may submit your candidacy via email, along with a cover letter and a detailed resume (C.V. must include 3 recent professional references) in confidence to:

**Superintendent Search
Human Resources Director
Westmount Charter School
728 – 32nd Street NW
Calgary, Alberta T2N 2V9**

Email: humanresources@westmountcharter.com

The application deadline is April 11, 2025, at 4:00 pm MDT.

TIMELINES AND APPLICATION REQUIREMENTS

Recruitment Timelines

- Applications close on April 11, 2025, at 4:00 pm MDT.
- Shortlisted candidates will be notified no later than April 17, 2025, of their status.
- Interviews are tentatively scheduled, over two days if necessary, with preliminary interviews taking place on April 26 and April 27, 2025.
- Second interviews are tentatively scheduled to take place on May 3 and May 4, 2025.
- Candidates interviewed for the position will be advised of the hiring decision no later than May 23, 2025, at the very latest.

Application Package Requirements

- Cover Letter
- Resume
- Supporting Documentation – letters of reference are not required but will be considered.
- References to be contacted – if selected for an interview, provide two professional references, with contact emails and two phone numbers.

We thank all applicants in advance for their interest in Westmount Charter School, however, only those selected for an interview will be contacted.