



Are you an accomplished system leader with a passion for driving excellence in education administration? **Sturgeon Public School Division** invites applications for the role of **Director of Curriculum and Instruction**. With a proud history of serving approximately 5200 students across eighteen schools in Sturgeon County and adjoining municipalities, Sturgeon Public School Division is dedicated to promoting critical thinking, student engagement, and innovative thinking skills.

Sturgeon Public School Division strives to create a dynamic learning environment where students excel as critical thinkers and creative problem solvers. Our educational philosophy focuses on nurturing active participation and encouraging innovative approaches to learning. To learn more about our inspiring educational community, please visit our [website](#).

#### **ROLE DESCRIPTION:**

The Director of Curriculum and Instruction holds an essential position within the administrative organizational structure. Reporting to the Deputy Superintendent, Education Services, this is a highly responsible and collaborative position. The Director of Curriculum and Instruction works closely with the Education Services team to enhance teaching and learning experiences, ensuring student growth and success. This position includes the planning, development and delivery of curriculum and instructional initiatives designed to meet the evolving requirements of student learning and achievement.

#### **DUTIES AND RESPONSIBILITIES:**

The Director of Curriculum and Instruction must fulfill professional responsibilities in accordance with Sturgeon Public School Division policies, ensuring alignment with their knowledge, experience and skill. The position includes central administrative responsibilities that encompass, but are not limited to:

##### **Curriculum, Instruction and Student Achievement**

- Lead curriculum implementation, ensuring alignment with division priorities and evolving student needs
- Oversee instructional leadership by supporting principals in enhancing teaching and learning practices
- Support the development of innovative programming and flexible learning approaches to enhance student engagement and achievement
- Direct the Coordinator of Curriculum to ensure alignment with Education Plan goals
- Develop and implement targeted strategies to improve academic achievement for all students, including specific initiatives for First Nations, Métis, and Inuit students
- Direct the Coordinator of Indigenous Education to ensure alignment with Education Plan goals, addressing historical and systemic barriers to success
- Plan, monitor, and analyze school-level literacy and numeracy benchmark and screening assessments
- Oversee student assessment and reporting systems, including PowerTeacher Pro, PowerSchool, and Google Classroom
- Collaborate with Technology Services to ensure equitable access to educational technology across all schools
- Review and approve locally developed courses and instructional materials



### **Professional Learning and Capacity Building**

- Develop and oversee the division-wide Professional Development Plan, ensuring alignment with Education Plan goals
- Support principals in developing school-based professional development tailored to the needs of staff and students
- Facilitate ongoing principal development and succession planning to strengthen school leadership
- Work with the Superintendent and Human Resources to develop and maintain fair, growth-focused teacher and principal evaluation processes
- Support principals in conducting fair and growth-focused teacher evaluations
- Manage the Professional Development, Curriculum Implementation and the First Nations, Métis and Inuit budgets to support division-wide initiatives

### **Educational Planning and System Assurance**

- Plan, analyze, and present findings from division-wide student performance data to guide instructional improvements
- Prepare and present the Annual Education Results Report to the Board of Trustees, ensuring data-driven planning and accountability
- Analyze Provincial Achievement Test (PAT) and Diploma examination results, summarizing trends for Senior Executive leadership. Support school principals in interpreting and utilizing their school's PAT and Diploma data to inform instructional decisions
- Analyze and present assurance measures, including the Alberta Education Assurance Survey and local data, to support evidence-based decision-making
- Lead stakeholder engagement initiatives to inform division planning, including targeted consultations with school communities
- Facilitate the development and implementation of the Division Education Plan

### **Leadership, Collaboration, and External Engagement**

- Maintain high visibility in schools, offering direct support to teachers and administrators to improve student learning
- Establish and maintain strong collaborative relationships with internal and external education stakeholders
- Support the implementation of Board policies and strategic initiatives, ensuring alignment with divisional goals
- Liaise with external organizations, including ERLC and Alberta Education, to advance curriculum and instructional goals
- Attend Administrative Council and Board Meetings as required
- Other duties as assigned by the Deputy Superintendent, Education Services

### **EDUCATION AND EXPERIENCE:**

The incumbent must be a certificated teacher in Alberta and hold a Master's Degree in Education. A specialization in instructional coaching, leadership, curriculum or a related field is preferred.



A minimum of five years of experience in public education as an instructional leader is required, with at least two years in a school principal or central leadership role. The candidate must have experience leading literacy and numeracy benchmark assessments and a demonstrated understanding of the Alberta curriculum, including planning and implementation requirements. Additionally, knowledge of the Alberta Assurance Model and its implications for school division planning is essential.

As a system education leader in Alberta, the successful candidate must hold a temporary or permanent Leadership Certificate.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

The Director of Curriculum and Instruction must possess strong interpersonal and communication skills, with the ability to establish and maintain collaborative professional relationships. Effective conflict resolution and problem-solving skills are required, as well as the ability to manage complex budgets and ensure fiscal responsibility. The candidate must demonstrate adaptability, empathy, and creative problem-solving abilities. A solution-focused, collaborative approach to challenges is essential, along with the ability to lead groups in stressful situations and drive positive change within the division.

#### **TERMS OF EMPLOYMENT:**

This is a 12-month position with central administrative responsibilities and is excluded from a collective bargaining agreement. The successful candidate will become part of the Senior Executive Team. The annual salary is \$146,000. **This position will commence on August 11, 2025.**

To fulfill the system-level leadership responsibilities outlined above, the candidate must elect out of the Alberta Teachers' Association (ATA) and become a regulated member of the College of Alberta School Superintendents (CASS) to support certain duties.

We ask that applicants submit both a cover letter and resume. **Applications for this position will be accepted until noon on March 21, 2025** by using the ['Apply'](#) link. The successful applicant will be required to provide a criminal record and vulnerable sector check.

We thank all applicants for their interest, however only those individuals selected for an interview will be contacted.