



# The Palliser School Division

## Associate Superintendent Learning Services

*Are you passionate about shaping the future of education? Join us as our next Associate Superintendent of Learning Services and make a lasting impact on students, educators and communities!"*

The Palliser School Division is seeking an experienced and dynamic leader with a passion for shaping educational excellence to join our team. This leadership role will be overseeing a dedicated team and having the unique opportunity to influence the educational experiences of our students. With a focus on leadership, innovation, and community engagement, this position requires a leader who can handle diverse responsibilities and make a meaningful contribution to our educational community. The Associate Superintendent will oversee and lead the work of the Division Directors and Principals in areas of Instructional Services and Educational Technology. The successful candidate will be quality-minded, responsive and dedicated to Palliser School Division's best practices of communication.

### The Division

We are a large and vibrant school division located in southern Alberta. Palliser's geographical area stretches from Coaldale to Calgary, Alberta. For the 2024-2025 school year, the Division currently has approximately 9,400 students. Palliser serves students in ECS through Grade 12 in 14 community schools; 11 faith-based alternative schools, ten of which are in Calgary on nine separate campuses; one sports-based alternative school; four alternative programs for Low German-speaking Mennonite families; 17 Hutterian colony schools; and homeschooling, online and international programs. Palliser employs approximately 1,400 staff members in full-time, part-time and casual positions.

[www.pallisersd.ab.ca](http://www.pallisersd.ab.ca)

**Effective Date:** August 1st, 2025 or a mutually agreed upon date

### Role Overview:

The Associate Superintendent of Learning Services is a vital member of our central office leadership team, responsible for providing strategic leadership and direction for all learning and professional support services across the school division. Reporting to the Superintendent of Schools, this role involves overseeing instructional practices, assessment strategies, curriculum delivery and professional development initiatives. The successful candidate will be a collaborative leader with a passion for student learning and a commitment to fostering a culture of continuous improvement.

## Responsibilities:

- Provide leadership and direct assistance to the Superintendent and school administrators in all areas of Learning Services for school communities within Palliser School Division.
- Lead, supervise, and coordinate the Learning Services team in areas such as literacy, numeracy, assessment/reporting, new curriculum implementation, English as an additional language, specialized learning supports, and Indigenous Education.
- Assist principals in supervising and supporting teachers in curriculum, instruction, assessment, and educational technology.
- Oversee the implementation of provincial and school board initiatives, including new programs of study and assessment/reporting initiatives.
- Supervise the successful implementation of locally developed courses throughout the Division.
- Act as a liaison with Alberta Education, ensuring compliance with regulations and directives and providing necessary data and responses.
- Ensure compliance with board policies and administrative procedures related to student learning, curriculum implementation, assessment, and professional development.
- Participate as a member of the Senior Leadership Team (SLT), particularly in the area of instructional supervision and leadership development.
- Collaborate with the Associate Superintendent of Business Services in facilitating educational technology initiatives.
- Work closely with the Leadership Team to ensure alignment between departments and Division goals, strategies, and measures.
- Contribute to the development of the Division's Three-Year Education Plan and Education Results Report.
- Foster a comprehensive team environment that develops the competency and mindset of the Division's teachers and school administrators.
- Manage the fiscal resources allocated to the Learning Services department.
- Manage human resources within the Learning Services department in collaboration with the Associate Superintendent of Human Resources.
- Assist administrators and other Division personnel as required and perform duties as assigned by the Superintendent.

## Qualifications:

- Five or more years of proven leadership experience as a school and/or system leader, with experience as a school principal.
- A Master's degree in education, leadership, or another relevant discipline.
- A demonstrated record of treating people with respect, kindness, empathy, fairness, and compassion.
- Exemplary communication skills that regularly provide opportunities for input from others.
- Proven ability to work collaboratively with a wide variety of teams, committees, and partners.
- Ability to respond to complex or sensitive situations with reasonable solutions and decisions.
- Ability to develop and implement strategic plans and processes that address system-wide challenges.

## Salary/Benefits

- Competitive salary
- 100% Employer paid comprehensive benefits package including medical, dental, vision and health/wellness spending accounts
- Pension through Alberta Teachers' Retirement Fund (ATRF);
- Career development and learning opportunities;

Posting Closes: Friday, May 9, 2025

## How to Apply

Interested candidates are asked to submit their documents through ApplytoEducation on the "Human Resources" page of the Palliser School Division website at:

[Careers | Palliser School Division \(pallisersd.ab.ca\)](https://www.pallisersd.ab.ca/careers)

The following attachments should accompany the online submission:

- Cover letter directed to Tom Hamer, Associate Superintendent, Learning Services;
- Resume summarizing training and experience;
- Minimum of three professional references.

The successful applicant hired will be required to provide a recent Criminal Record Check (completed within the past 3 months) as a condition of employment.

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

***We thank all those who apply, but only those candidates selected for an interview will be contacted.***

Palliser School Division  
<https://www.pallisersd.ab.ca/>  
<https://www.pallisersd.ab.ca/hr/career-opportunities>