

Evergreen Catholic Separate School Division

Ever Growing, Learning, and Living in Christ

2025-2026 School Year

EMPLOYMENT OPPORTUNITY Division Principal - Learning Services

Evergreen Catholic Separate School Division is hiring a Division Principal, reporting to the Associate Superintendent of Learning Services, with primary responsibilities of providing leadership, support, and training for administrators and teachers in K-12 curriculum, literacy, numeracy, and assessment. As a leader in Learning Services, the Division Principal must demonstrate a thorough understanding of effective pedagogical practices, grounded in both research and practical knowledge of current and upcoming curricula, professional learning supports, and assessment strategies. Other areas of assigned responsibility will be contingent upon the skills and experience of the successful candidate.

About the Division:

Evergreen Catholic Separate School Division is comprised of ten (10) schools in the communities of Devon, Hinton, Spruce Grove, Stony Plain, and Westlock. The Division has approximately 4300 students in Pre-Kindergarten to Grade 12 programs and is experiencing consistent growth. We are a Catholic faith community committed to serving each individual child in an atmosphere of faith, hope, and love through our mission of Ever Growing, Learning, and Living in Christ. Over 450 dedicated and committed staff deliver exceptional educational programming permeated with the Catholic faith. The Division's operating budget for 2025/2026 is approximately \$50,000,000.

Key Responsibilities:

- Plan, support and monitor curriculum implementation for student and staff success.
- Apply current and comprehensive planning, instruction, and assessment practices to support leaders and teachers to meet learning needs.
- Support division assessment and reporting.
- Assist in the planning, monitoring and analyzing school level benchmarks, screening and provincial assessments.
- Use resources accurately reflecting the strength and diversity of Indigenous peoples to support the learning of all students.
- Collaborate with school and system leaders to address priorities and challenges.
- Lead, facilitate, and participate in professional learning opportunities based on current research and best practice.
- Maintain liaison with agencies, institutions, organizations and associations that relate to curriculum development and implementation and represent ECSSD with outside agencies related to curriculum, instruction and staff development.
- Employ practices consistent with the school division policies and procedures.
- Exhibits an awareness of emerging technologies to inform practice.
- Collaborate with school and system leaders to address priorities and challenges.
- Lead, facilitate, and participate in professional learning opportunities based on current research and best practice.
- Develop, integrate, and support comprehensive wellness, including management of grants from partner organizations.
- Other duties as assigned.



Suite 110 - 381 Grove Drive
Spruce Grove, AB
T7X 2Y9

Office Hours: Monday
to Friday 8:00am -
4:00pm
Ph. [\(780\) 962-5627](tel:7809625627)
www.ecsrd.ca

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Skills and Abilities:

- Demonstrates life-long learning in areas of leadership.
- Exhibits excellence in being a collaborative and relationship-focused leader.
- Clear and effective communicator.
- Passionate about growing relationships with our local Indigenous communities.
- Use resources accurately reflecting the strength and diversity of Indigenous peoples to support the learning of all students.
- Innovative and effective instructional leader.
- Exhibits an exceptionally strong work ethic and a high level of personal and professional integrity.
- Exhibits a track record of functioning as a high performing team player.
- Exhibit strong organizational skills, to keep track of various tasks, schedules, and priorities.

Ideal Candidate Qualifications:

- The successful candidate is expected to be an excellent practitioner and leader of Catholic education, who is a witness and model of our faith to others.
- Active involvement in the local parish.
- Experience in excellence as a principal in furthering a culture of instructional leadership.
- A passion for school improvement through proven excellence in school leadership.
- Master's degree in educational administration or a related educational discipline.
- Possession of Leadership Quality Standard certification in the province of Alberta.
- Additional formal education is considered an asset.
- Ability to lead and motivate teams to meet the Division's Vision, Mission, and Values.
- Forward-thinking approach, always looking for ways to improve educational outcomes and innovate within the schools.

Application Process:

A competitive compensation package is provided. Duties to commence is August 5, 2025, or at a mutually agreeable time. For further clarification or questions, you may contact Cindy Escott, Superintendent of Schools at cescott@ecsr.ca.

Please forward a cover letter, resume portfolio including three references plus a current pastoral reference to Diane Wilvers, Senior Executive Assistant, dwilvers@ecsr.ca **before 4:00 p.m., Thursday, May 15, 2025.**



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