



Holy Family Catholic Regional Division

10307-99 Street, Peace River, AB, T8S 1K1
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Assistant Superintendent of Human Services

HFCRD invites applications for the position of Assistant Superintendent of Human Services for the 2025-26 school year. The ideal candidate's primary area of responsibility is **Human Resources**, including recruitment and management of personnel. The portfolio may include overseeing other program areas, such as Staff Wellness and Off-Campus. This is a full-time, year-round position based out of the central office in Peace River, AB. Some travel is required.

The position will require the successful candidate to create processes, roles, tasks, timelines, and organizational frameworks to ensure high standards in the area of People Services and assist the Superintendent.

- Ensure compliance with Board policies, administrative procedures, and Alberta Employment standards, employee job descriptions, contracts, classification, systems, grid placements, collective agreements, support staff AP, and manage leaves
- Support collaborative structures within the Human Resource administrative support team
- Coordinate the recruitment, selection, interviewing, hiring, and onboarding processes for positions in the division in consultation with school administration and central office
- Work with Principals in processes of evaluation, and retention of teachers of staff as related to the profession, practicum placements, and other staffing responsibilities
- Oversee the frameworks for the supervision and evaluation of all new and existing employees, including the cyclical evaluations of staff
- Assist division personnel with human resources processes involving conflict resolution, mediation, investigations, crucial conversations, performance, and discipline
- Participate as a member of the central office leadership team in the area of instructional leadership, emergency response, resource allocations, administrator meetings, and advisory committees, PowerSchool, technology, PASI, student records, and other related educational programs

The Successful Candidate Will

- be of the Catholic faith
- hold a Bachelor of Education degree and a Master's degree in education or a related field from an accredited university;
- hold or qualify for an Alberta Teaching Certificate;
- hold or qualify for the Leadership Quality Standard (LQS) Certification;
- have at least 5 years of successful and progressively responsible leadership experience in school and/or system leadership positions;
- have successful supervisory and leadership experience in a team-focused environment

Applications must be submitted electronically and include a letter expressing interest, accompanied by a resume, and three references.

Deadline for Applications: June 6th, 2025, or until a suitable candidate is found. Applications can be directed to Superintendent Betty Turpin, Betty.Turpin@hfcrd.ab.ca

THE DIVISION - Holy Family Catholic Regional Division will serve approximately 1900 students in eight schools and one cyber-high school. The jurisdiction encompasses the geographic areas served by the towns of Manning, Fairview, Grimshaw, Peace River, McLennan, High Prairie, and Valleyview. The division is located in northwestern Alberta. **MORE INFORMATION:** Website <https://hfcrd.ab.ca>

Student Success in a Catholic Community, Guided by Christ