



Applications are invited for the position of **Assistant Superintendent – Human Resources, Staff Relations and Leadership Development** in the Grande Yellowhead Public School Division. *Duties will commence August 1, 2025 or as soon thereafter as possible .*

The Assistant Superintendent is directly responsible and accountable to the Superintendent. The successful applicant, once all three Assistant Superintendent positions are staffed, will be considered for the role of Deputy by the superintendent. The Deputy will assume responsibility in the Superintendent's absence.

The Assistant Superintendent of Human Resources, will have specific responsibilities that include, but are not limited to:

#### **Human Resources Leadership**

- Provides effective Teacher Induction Programs.
- Provides recommendations to the Superintendent regarding strategic workforce planning.
- Assists Division personnel with Human Resources processes (e.g. conflict resolution and mediation).
- In collaboration with the Secretary Treasurer, leads the Board's negotiating committees.

#### **Human Resources Management**

- Supervises, evaluates and reviews the performance of direct reports.
- Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent's direction and approval of the budget by the Secretary-Treasurer.
- Establishes the frameworks for supervision and evaluation of all personnel.
- Supervises the evaluation of school staff in consultation with principals.
- Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
- Administers all employment contracts in the best interests of the Division, including leaves, transfers, and transitions to retirement.
- Administers the employee classification system (job descriptions, grid placements).
- Administers the Employee and Family Assistance Program.
- Administers all personnel files, except Senior Administration, which are the direct responsibility of the Superintendent.
- Within areas of responsibility and with permission from the Superintendent, accesses legal opinions from the Board lawyers as required.
- Provides support to Division personnel, as assigned by the Superintendent.

### **Fiscal Responsibility**

- Makes recommendations to the Superintendent regarding staff allocations to include in the Division budget.
- In collaboration with the Secretary Treasurer, develops a department budget within the parameters and constraints of the Division budget.
- Ensures the proper fiscal management of department budget allocations.
- Operates in a fiscally prudent and responsible manner.

### **Policy /Administrative Procedures**

- Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- Provides leadership in the planning, development, implementation and evaluation of Administrative Procedures within areas of responsibility.
- Ensures the application of Board Policy and Division Administrative Procedures as required in the performance of duties.

### **Organizational Management**

- Contributes to a Division culture, which facilitates positive results, effectively handles emergencies, and deals with situations in a team-oriented, collaborative and cohesive fashion.
- Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to directives from the Superintendent.

### **Communications and Community Relations**

- Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- Investigates, and facilitates resolution of, concerns and conflicts.

### **Superintendent Relations**

- Establishes and maintains positive, professional working relations with the Superintendent and senior management team.
- Honors and facilitates the implementation of the Board's Roles and Responsibilities as defined in Board policy and encourages staff to do the same.
- Investigates, and facilitates resolution of, concerns and conflicts.
- Provides information, which the Superintendent requires to perform their role in an exemplary fashion

### **Leadership Practices**

- Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- Exhibits a high level of personal, professional and organizational integrity.

- Demonstrates leadership practice as outlined in the System Education Leader Practice Profile and the Superintendent Leadership Quality Standard.

### **Other Duties and Obligations**

- Performs other duties and obligations as assigned by the Superintendent.

### **Qualifications**

- Bachelor's Degree in Education and Valid Teaching Certificate;
- Master's Degree in a related field;
- Minimum of 5 years district or system leadership experience is required;
- School Administration experience for a minimum of 5 years is required;
- School and/or Superintendent Leadership Standards Certification;
- Related Leadership Experience in the areas of: Human Resources, Work Force Planning,
- Indigenous Education Curriculum, Instruction and Assessment; and
- Current Criminal Record Check, Vulnerable Sector Check and Child Welfare Intervention Check.

### **The Division**

Grande Yellowhead School Division (GYPSD) stretches from Jasper National Park, east to Evansburg, south to Cadomin, and northwest to Grande Cache. The jurisdiction includes 17 schools, 5 Learning Connection Centres, approximately 5000 students and 600 staff. Seven elected Trustees govern the Division.

The Board's four priorities are:

- Student Learning
- Teacher, Support and Leadership Excellence
- Community Engagement
- System Health & Wellness

GYPSD schools offer a broad range of JK-12 programs. Principals focus on strong instructional leadership using generative dialogue to support teacher growth and supervision.

The Division is recognized for its commitment to strong literacy/numeracy practices infused across the curriculum, inclusive education and for its innovative technology programs.

### **Applications**

**While the competition will remain open until a suitable candidate is found, applications received before June 24, 2025 will be assured consideration.**

**To apply please submit your resume and cover letter to [HRsupport@gypsd.ca](mailto:HRsupport@gypsd.ca).**

Resume must highlight professional qualifications, relevant training and experience, and three current references that provide permission to contact.

Thank you in advance to all applicants for their interest, however only those selected for interviews will be contacted.