



Applications are invited for the position of **Assistant Superintendent of Student Support Services** in the Grande Yellowhead Public School Division. *Duties will commence August 1, 2025 or as soon thereafter as possible.*

The Assistant Superintendent of Student Support Services 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 Student Support Services will have specific responsibilities for:

Student Learning

- Ensures students in the Division within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- Ensures the effective implementation of curriculum in the Division.
- Provides support for initiatives to facilitate curricular outcomes.
- Ensures accountability for achievement of approved learning outcomes in all schools.
- Ensures that the effective adaptations and modifications are in place for every student in the division that needs student support services.
- Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- Supporting Indigenous Lead Teachers to identify practical strategies and materials for the full integration of Indigenous perspectives and student support services into each classroom.
- Oversee and expand key programs for students, including speech, occupational therapy, behaviour therapy, and psychological assessments and programming.
- Broadening current practice to include activities and experiences that are consistent with supporting Indigenous and Inclusive ways of learning and knowing.
- Provides an inclusive, student-centered system across rural and diverse school communities

Student Wellness

- Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- Ensures that a coordinated service delivery model is in place to support student access to programs and services. This includes all of our service providers, including our GYPSD-certified staff and our external contracted services and supports.
- Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.

- Drives initiatives that elevate student well-being

Curriculum

- Works collaboratively to offer and deliver support to programs and school staff.
- Develops plans for the implementation of new and revised curriculum, resources, and/or other programs.
- Liaises with schools regarding professional learning and/or professional development activities associated with identified areas of responsibility.
- Provides support to school and the Division to address educational initiatives that serve to enhance student learning and achievement.
- Work with provincial partners to provide programming supports aligned with curriculum outcomes.

Assessment

- Engages in ongoing communications with department staff on all aspects of assigned responsibilities.
- Works collaboratively with personnel to plan and implement professional learning activities for staff.
- Ensures that support for the planning and reporting process are established across the Division to facilitate improved teaching and learning in each school.
- Monitors data collection and uses this information collaboratively in decision making.
- Actively, and in a timely manner, addresses the strategies identified in the Three- Year Education Plan and Annual Education Results Report.

Human Resources Management

- Supervises, evaluates and reviews the performance of Supervisors
- Assists the Director of Human Resources as required with the recruitment and selection of professional staff.
- Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.

Fiscal Responsibility

- Develops a departmental budget within the parameters and constraints of the Division budget.
- Ensures the proper fiscal management of budget allocations.
- Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
- Operates in a fiscally prudent and responsible manner.
- Navigate Alberta Government funding systems, grant applications, and reporting requirements to Alberta Education

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

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

Communications and Community Relations

- Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- Fosters close ties and develops partnerships with community agencies.
- Ensures students and parents have an acceptable level of satisfaction with the services provided within areas of responsibility.
- Investigates and facilitates resolution of concerns and conflicts.

Superintendent Relations

- Establishes and maintains positive, professional working relations with the Superintendent.
- Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- Provides the information the Superintendent requires to perform their role in an exemplary fashion.
- Performs other duties as assigned by the Superintendent.

Leadership Practices

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

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 Division and/or System Leadership experience;
- School Administration experience;
- Experience designing Leadership Development Programs for Certificated Staff;
- School and/or Superintendent Leadership Standards Certification;
- Related Leadership Experience in the areas of: Inclusion, Curriculum and Instruction,
- Project Management, Annual Education Results Review, Three-Year Education Planning and

- Policy Development; and
- Current Criminal Record Check with Vulnerable Sector Check and Child Intervention Check.

The Division

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

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.

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.