

## **Clearview Public Schools Requires a Secretary Treasurer**

Clearview School Division is a public education system offering a comprehensive range of programs to serve the learning needs of approximately 2,400 pre- Kindergarten to grade 12 students in and around the communities of Big Valley, Botha, Brownfield, Byemoor, Castor, Coronation, Donalda, Erskine, and Stettler.

Clearview supports student learning at 22 school sites, including ten schools on Hutterite colonies. Alternate secondary education is provided through outreach schools in Stettler, Castor and Coronation. The Division has approximately 150 teachers, 145 support and business staff, and 55 bus drivers.

Reporting to the Superintendent of Schools, the Secretary Treasurer is responsible for financial and corporate administration of the division. As a key member of the executive team, this position supports the board as corporate secretary, and oversees facilities, transportation and financial services in the division. This individual is also responsible for ensuring that the Board's insurance program is in place as well as fulfilling a leadership role regarding privacy protection and information requests.

Clearview seeks a positive leader of vision and integrity with strong interpersonal and communication skills. The ideal candidate will be a compassionate, approachable and strong leader that is able to foster a collaborative team and has the skills and professional experience to manage various departments and projects in a clear and efficient manner.

The successful candidate holds a degree in business, management, or a related field. Preferably, they possess a professional accountant designation and they have three to five years experience in a management position. A deep understanding of the education system in Alberta is required for this position.

Please submit a cover letter, resume and a list of three references together with phone contact information and email addresses in a single pdf file to [apply@clearview.ab.ca](mailto:apply@clearview.ab.ca) quoting competition number 6220 in the subject line. By submitting an application, candidates authorize Clearview Public Schools to contact references prior to the interview and to reach out to previous employers for the purpose of conducting confidential reference checks, regardless of whether those employers have been listed as references.

The competition will remain open until a suitable candidate is found. Applications received by August 7, 2025 are assured of careful consideration.

We appreciate all applications but only those selected for an interview will be contacted.