



**Grasslands**  
Public Schools

## **Assistant Superintendent - Support Services**

Applications are invited for the position of Assistant Superintendent – Support Services in the Grasslands School Division. Duties will commence on August 13, 2025, or as mutually agreed.

---

### **Our Division**

Grasslands Public Schools is located in southeastern Alberta, providing educational programs from Pre-Kindergarten to Grade 12 for approximately 3,550 students. The Division operates 13 schools and seven Hutterite colony schools. Programs and services are delivered by over 500 dedicated professional and support staff.

*Grasslands is a community of learners dedicated to student success.* We focus on three key areas of action:

1. Student Learning
2. Inclusive and Healthy Environments
3. School and Community Relationships

The Division's office is in Brooks and its operating budget for 2025-26 is approximately \$52 million. Grasslands' schools are located throughout the City of Brooks and the County of Newell.

### **Related Links**

Our Division: [Grasslands Public Schools](#)

Our Region: [City of Brooks](#)

[County of Newell](#)

[Brooks Region Tourism](#)

### **Role**

Reporting to the Superintendent, as the Assistant Superintendent of Support Services, you must be an exemplary teacher and successful servant leader with demonstrated ability to improve student learning by providing leadership in areas including, but not limited to:

- Inclusive Education and Early Learning
- Hutterite Education
- English as an Additional Language Learners
- Student Mental Health and Wellness
- Student Matters and Conduct
- Human Resources Management – Support Staff
- Technology including PowerSchool/PASI
- Divisional Budget Development
- New Teacher Evaluation
- Assessment of Risk to Others (ARTO formerly known as VTRA) and Crisis Response Teams
- School Year Calendar
- Leadership Development
- Wellness/Comprehensive School Health & Nutrition

**Key Leadership Attributes – you are an accomplished leader who has demonstrated:**

- Personal integrity, character & competence;
- Exemplary interpersonal & relationship-building skills built on empathy, kindness, & respect;
- Exceptional collaboration & communication skills;
- Visionary leadership resulting in action;
- A commitment to inclusive approaches that celebrate diversity;
- A proven ability as an instructional leader with a focus on optimal learning for all students;
- An ability to work with partners, empower others, and build capacity;
- Being a lead learner;
- A leadership style characterized by collaborative decision-making & high visibility;
- Fiscal responsibility that maximizes the benefits for all students;
- Innovative problem-solving; and
- A strong work ethic balanced with a sense of humour;

**Qualifications**

- Bachelor of Education & relevant Master's degree
- Hold or qualify for an Alberta teaching certificate
- Minimum of 5 years leadership experience at the school &/or division level and must include experience as a school administrator
- Eligible for membership in the College of Alberta School Superintendents (CASS)
- Leadership Certification (LQS) &/or Superintendent Leadership Certification (SLQS)
- Current Criminal Record Check, with Vulnerable Sector Check is required for the successful applicant

**Your Application**

The competition will remain open until a suitable candidate is found. Applications received prior to 2:00 pm on July 18, 2025, will receive priority attention. We thank all applicants for their interest but only those selected for interviews will be contacted.

Candidates must submit a cover letter and current curriculum vitae with contacts for at least three professional references to **Scott Brandt, Superintendent of Schools** - email: [scott.brandt@grasslands.ab.ca](mailto:scott.brandt@grasslands.ab.ca)

*As a condition of application and possible employment, applicants understand by applying to Grasslands Public Schools, they authorize the school division to contact references, school or faculty associates, or past or present employers named in this application, resume and any other attachments, for the purpose of (1) verifying qualifications and other information, (2) assessing past performance, and (3) determining suitability for employment. Applicants understand that references will be received in confidence by Grasslands Public School Division and will not be released to applicants without the referees' consent.*

Further information may be obtained by contacting Scott Brandt, Superintendent of Schools - [scott.brandt@grasslands.ab.ca](mailto:scott.brandt@grasslands.ab.ca)