



## **Associate Superintendent, Corporate Supports & Services and Chief Financial Officer**

Job Code:	3725604
Location:	Stony Plain, Alberta
Closing Date:	October 14, 2025
Apply Online:	<a href="http://www.psd.ca">www.psd.ca</a>
Company Information:	The Parkland School Division
Contact Information:	HumanResources@psd.ca

Parkland School Division (PSD) is offering a rewarding opportunity to contribute to a school division that empowers students with confidence, resilience, insight, and skills needed to thrive in a rapidly changing world. PSD is home to a dynamic and inclusive work environment that offers professional growth opportunities, a flexible health benefits package, and a commitment to diversity. Join us and help shape the future of education while making a meaningful impact.

### **About Parkland School Division:**

PSD is a large progressive school jurisdiction serving Spruce Grove, Stony Plain, Parkland County and Athabasca Delta Community School in the northern remote community of Fort Chipewyan. Its home to over 12,500 students in both urban and rural settings among 23 sites, including outreach schools and alternative education programs

PSD is proud of our many innovative and inclusive educational programs, our focus on student success and well-being, and our strong partnerships with our communities and local agencies.

Our values are what guide us. We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success for both staff and students.

### **The Opportunity:**

Parkland School Division is recruiting an **Associate Superintendent, Corporate Supports & Services** to serve as the Chief Financial Officer and the Secretary-Treasurer to the Board of Trustees. Reporting directly to the Superintendent/CEO, the Associate Superintendent, Corporate Supports and Services is responsible for the overall management of the Division's business and financial affairs as well as the departments of Financial Services, Facilities Services, and Transportation Services. The Associate Superintendent supervises three senior level managers, manages a Division budget of \$160 million and a site budget of \$1.5 million.

Responsibilities include:

- The achievement of the Division Mission, Goals and Priorities as established by the Board of Trustees
- The performance of all duties required by law

- The management of the Division's business and financial affairs including planning and control of receipts and expenditures of all funds
- The Division's transportation of students
- The condition of Board property including the neatness and cleanliness of school buildings and grounds; the safety, security and state of repair of school buildings and furnishings; and the planning, allocation and expenditure of funds for custodial, maintenance, renovation and repair purposes in respect to Division buildings, grounds, furnishings and vehicles
- Legal matters as required
- The coordination and planning of all new and existing facilities
- The development and implementation of Joint Use Agreements as related to Division buildings and grounds
- Key member of the Division's collective bargaining team
- Identification and pursuit of activities leading to professional growth and development of Department members
- Office management of the Centre for Education facilities
- The forecasting and accommodation of students/numbers/locations
- Coordination of Protection of Privacy (POPA) and Access to Information (ATIA) services and responses to inquiries.

Guided by the Division's foundational statements, the Associate Superintendent, Corporate Support & Services assists the Superintendent of Schools in fulfilling the general and specific aspects of the position description for the Superintendent as defined in provincial statute, Alberta Education Policy and Regulations, and Board Policy. The Associate Superintendent, Corporate Support & Services also assists the Superintendent to effectively implement the Board policies and administrative procedures of Parkland School Division.

The School Act requires Boards to appoint a Secretary and a Treasurer, or one person to serve as Secretary- Treasurer. The Associate Superintendent, Corporate Support & Services (Secretary- Treasurer) is responsible for the management and monitor of all business services for the Division. In particular, the Associate Superintendent, Corporate Support & Services assumes responsibility as the Executive Officer of the Board and provides leadership in all matters related to Finance, Administration (Privacy, Legal, Insurance and Risk and Liability), Transportation and Facilities.

**The Associate Superintendent, Corporate Supports & Services shall have specific responsibilities:**

With respect to the role as Corporate Secretary:

- Arranges and provides notice for all Board meetings;
- Ensures accuracy of recording of Board proceedings at meetings (minutes);
- Parliamentarian for Board meetings
- Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies;
- Ensures appropriate insurance policies are in place for the Division;
- Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act and Regulations;
- Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent;

With respect to the role as Corporate Treasurer:

- Arranges and provides notice for all Board meetings;
- Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received;
- Ensures the operation of the Division is fiscally responsible;

- Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives;
- Provides support to the Board's negotiating committees.

With respect to Facilities and Property Management:

- Provides leadership in the development of annual updates to the Capital Plan, including provisions for instructional and support services;
- Ensures that building assets are maintained in an appropriate manner;
- Ensures Division compliance with the requirements of Occupational Health and Safety legislation.

With respect to Student Transportation:

- Ensures the safety and welfare of students while being transported to and from school programs in transportation provided by the Division.

With respect to Human Resource Management

- Provides input to the Deputy Superintendent with regard to the recruitment and appointment of Division Office, Finance, Facilities and Transportation support personnel;
- Provides learning opportunities for bus drivers, facilities and maintenance personnel and Division Office support staff and for business functions for school personnel.

With respect to Board Policy and 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 application of Board policy and Administrative Procedures as required in the performance of duties.

With respect to Organizational Management:

- Demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and 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.

With respect to Communications and Community Relations:

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

With respect to 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 which the Superintendent requires to perform his/her role in an exemplary fashion.

### With respect to Leadership Practices:

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

### **About the Ideal Candidate**

#### **Qualifications and education requirements:**

- The successful candidate will have the following:
- University degree or a professional designation in accounting or business management.
- Chartered Professional Accountant (CPA) designation is required,
- Extensive knowledge of and experience with board governance, records management, statutory and regulatory requirements and election processes; highly skilled in fiscal management,
- An energetic and progressive leader with a strong commitment to public education and to the Division's mission, vision and values. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a strong team player, and will ensure accountability of self and others,
- The candidate will have demonstrated exemplary interpersonal, organizational, technological, communication and conflict resolution skills and have the ability to liaise with Alberta Education and infrastructure departments,
- Responsibilities include serving as the Division's Chief Financial Officer; providing leadership for the development of the annual budget and long-term capital plan; administering the student transportation department; and handling ATIA requirements, contracts, agreements and partnerships.

#### **Relevant Knowledge, Skills & Attributes:**

**Leadership:** Able to fully support the Parkland School Division's Vision and clearly articulate it. Embraces empowerment and collaboration as an operating style and uses a problem solving approach. Able to build a positive internal environment and motivate others. Action oriented and an effective change agent. A motivator and team builder.

**Financial Management:** Leads with a strong sense of service in all budgeting, accounting matters, and management reporting. Uses a positive and proactive attitude regarding and instilling accountability. Keeps abreast of emerging trends within the financial management field as well as within the broader education sector. Has excellent knowledge of financial information systems, word processing, spreadsheet and database computer programs, as well as information technology, in general.

**Management skills:** Demonstrates a style that actively supports and promotes the Division's Distributed Decision Model. Encourages and support involvement with staff with an emphasis on motivation, strategic thinking and encourages people, teams and activities. Is approachable. Is firm but fair. Is willing to empower staff, and believes in the principles of an empowered organization. Has the ability to delegate responsibility. Has an understanding of interest-based problem solving and, thus values an inclusive, collaborative and consensus-building approach to problem solving.

**Strategic Business Sense/Pragmatic Decision Maker:** Sees the big picture. Possesses solid business acumen. Has well-developed strategic planning skills. Recognizes priorities and changing approaches. Shows common sense and intuitive judgement. Is able to make operational decisions.

**Visionary:** Understands and interprets financial trends and addresses issues and challenges with clarity, energy and confidence. Is a progressive idea person who encourages adoption of "Best Practices".

**Interpersonal and Communication Skills:** Able to relate effectively at all levels – students, staff, administrators, Board members, community, provincial and local governments. Articulate. An active and responsive listener. Has strong verbal, written and presentation skills.

**Team Player:** Understands and appreciates the effectiveness of working synergistically with others in the Division. Promotes cohesion and teamwork in seeking solutions and moving toward the future. Has willingness to learn from others. Able to be a team player, a team member and a team leader. Is open and accessible.

**Politically Astute:** Is diplomatic and tactful. Recognizes internal and external sensitivities. Has a feel for effective public policy processes and has an intuitive ability to read the political implications of recommendations and actions. Uses sound judgement.

**Professional:** Acts as an integral part of the administrative team and displays a “first amongst equals” style with high ethical standards. Has an honest, open, and consistent approach to working with all stakeholders. A solid, respected representative of the Division.

**Problem Solving Skills:** Has great capacity for thinking analytically and evaluating complex business and accounting issues. Focuses on the solutions rather than the problems and has a well-developed sense of reasoning.

**Personal Management Skills:** Demonstrates self-confidence and interpersonal flexibility, perseverance, and integrity. Is extremely well organized with effective time management skills. Is able to meet strict deadlines. Has a strong work ethic. Is quick to learn and adapt to new challenges/situations. Has a positive attitude. Is highly ethical, both professionally and personally. Has commitment to uphold confidentiality and sensitivity to controversial issues.

**Commitment to Community:** Has a demonstrated belief and engagement in voluntarism and a willingness to be visible and active in the community.

#### **ADDITIONAL INFORMATION:**

**This posting is open until 12:00 PM on Tuesday, October 14, 2025.** Individuals selected for the shortlist may be contacted before the closing date.

A competitive compensation package will be provided, including an attractive base salary and excellent benefits.

Comprehensive background and reference checks may be requested for shortlisted candidates and will be required prior to an offer of employment.

#### **How to Apply:**

Please apply online at <https://www.psd.ca/employment/current-openings>

*We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.*