



## Assistant Superintendent of Employee Services and Education Partner Relations

**Permanent, Full-time position based at Division Office in High River, Alberta**

*Foothills School Division seeks an experienced, relationship-centered education or human resources leader to apply for the role of Assistant Superintendent of Employee Services and Education Partner Relations. **Duties will commence approximately May 1, 2026 or as mutually agreed to allow for transition due to an upcoming retirement.***

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### THE SCHOOL DIVISION

Foothills School Division serves the learning needs of approximately 8,000 students in junior kindergarten (pre-kindergarten) through grade 12, and employs more than 900 teachers and support staff who are focused on our common purpose of placing education at the centre of a flourishing community. Located in the scenic foothills of the Rocky Mountains the Division shares a common border with the City of Calgary within the County of Foothills, the Division encompasses the Towns of Okotoks, High River, Diamond Valley as well as the communities served by our Blackie, Cayley, Heritage Heights (De Winton), Longview, Millarville and Red Deer Lake (south Calgary) schools.

Governed by six publicly elected Board of Trustees, the Division operates 21 public schools, a digital school, an open campus location providing academic support programs, and three Hutterite Colony schools. The Division Office is in downtown High River, Alberta, with Facility Services and Transportation located in High River and Aldersyde. The Division owns and operates a fleet of buses on 72 routes. The Division is among the largest employers in the region.

FSD is a *Place for All*. We promote safe, caring, welcoming, and inclusive learning environments for our students and staff and focus on developing healthy, respectful relationships at all levels with our students, school families, and team members.

We honour the spirit, life, and lessons this land and its ancestors teach us. We acknowledge the traditional land and territories of the Siksika, Piikani, Kainai, Tsuutina, and Îyârhe Nakoda as well as the Foothills District and the Rocky View District within the Battle River Territory of the Otipemisiwak Métis Government of Alberta.





## THE POSITION

Reporting to the Superintendent of Schools, the Assistant Superintendent of Employee Services and Education Partner Relations is a member of the Division's executive leadership team.

The Assistant Superintendent of Employee Relations and Education Partner Relations role provides strategic leadership for all human resources and employee relations functions, including workforce planning, recruitment, onboarding, performance management, compensation, benefits, and compliance. The position ensures consistent, legally sound HR processes; leads the development and implementation of HR policies; oversees employee services; and champions a culture of professionalism, respect, and inclusion. As the Division's lead for labour relations, the role directs collective bargaining, grievance management, arbitration preparation, and contract administration while supporting leaders in applying collective agreements.

The position also provides expert guidance on employment law, legislation, governance, claims, disputes, and student-related procedural matters, working closely with legal counsel and regulatory bodies. Additional responsibilities include resolving Division stakeholder concerns, leading impartial investigations, and strengthening partnerships with government, post-secondary institutions, and industry to support recruitment, compliance, and strategic initiatives. It further coordinates provincial reporting and consultation processes, models collaborative problem-solving, and ensures trauma-informed, restorative, and procedurally fair practices across the Division.

The detailed position description is available [here](#)

## THE CANDIDATE

The successful candidate is an accomplished and principled leader with a strong academic foundation, ideally holding a master's degree in education, human resources, business, leadership, or a related field, complemented by formal training in human resources management. Certified educator applicants will bring (or be willing to obtain) the required leadership certifications (LQS & SLQS). With a minimum of seven years of progressive leadership experience in education or human resource management, the ideal candidate has a proven track record in unionized public-sector environments and is comfortable navigating labour relations, legal matters, and complex organizational dynamics. The candidate demonstrates expertise in handling complaints, investigations, and dispute resolution, and possesses a solid understanding of board governance and education sector operations.



This individual exemplifies fairness, respect, integrity, and empathy, consistently fostering trust and strong relationships across the Division and with external partners. They are an exceptional communicator and can translate complex information into clear, diplomatic guidance. Known for sound judgment, professionalism, and discretion, they manage highly sensitive issues with confidence and care. They excel at deescalating and resolving concerns involving students, staff, families, and community members through principled, collaborative approaches. With a deep understanding of Division operations, they provide proactive, strategic advice aligned with long-term educational goals, student-centered priorities, and organizational reputation. Above all, the ideal candidate is a collaborative, relationship oriented leader who builds unity, supports positive culture, and partners effectively to advance the success and wellbeing of students and staff.

## APPLICATIONS

Please submit your resume, cover letter and supporting documents via the Foothills School Division [careers page](#).

This competition will remain open until a suitable candidate is found. Applications received by **February 8, 2026 at 11.59pm** are assured careful consideration.

We appreciate and consider all applications, but only those applicants selected for further consideration will be contacted.

