

SENIOR LEADERSHIP OPPORTUNITY

Christ The Redeemer Catholic Schools is the fourth largest Catholic school division in the province, providing high quality education in a faith-based, Christ-centered environment.

APPLY TODAY!

DIRECTOR OF CORPORATE SERVICES

Christ The Redeemer Catholic Education Centre
Okotoks, Alberta

Christ The Redeemer (CTR) Catholic Schools serves approximately 10,000 students, 500 teachers and 250 support staff in southern Alberta, centered in Okotoks, Alberta. Christ the Redeemer Catholic Schools provides an authentic Catholic education to students in traditional schools in Canmore, Brooks, Drumheller, High River, Okotoks, Oyen and Strathmore and Online Schooling and Shared Responsibility Programs to students all over Alberta and around the world.

CTR Catholic is seeking applications for Director of Corporate Services to join the Senior Administration Team, beginning in May 2026. Reporting to the Associate Superintendent of Corporate Services, the successful candidate will be an experienced and progressive business leader who will support the operation of the division and its corporate affairs, including all financial, legal, and general business and will be responsible for:

- Ensuring that the process and preparation of annual operating and capital budgets and other financial planning activities are consistent with the vision, goals and policies of the Board;
- Ensuring compliance with requirements provided by Alberta Education, Alberta Infrastructure, the *Education Act*, the Association of School Board Officials of Alberta, and other legislation regarding financial, trustee and Board related matters;
- Financial resource management;
- Supporting transportation operations;
- Risk management and insurance;
- Fostering community relations and partnerships;
- Property acquisition and management;
- Supporting and monitoring capital acquisitions and infrastructure maintenance and renewal;
- Directing the work of the finance department

Preference will be given to candidates with the following qualifications:

- Chartered Professional Accountant (CPA) designation or equivalent
- 5 years of progressive experience in financial management and corporate services within education or the public sector, including a leadership role
- Experience with provincial legislation compliance requirements
- Extensive knowledge and experience with computerized financial administration systems

Skills and Competencies:

- Highly competent administration with exemplary financial planning with proven fiscal management and accountability skills
- Excellent interpersonal and communication skills
- Ability to work collaboratively and in a service-oriented fashion with senior staff and the Superintendent
- Fundamental commitment to public education, student success, and the school community
- High level of self-regulation and professionalism

As a publicly funded Catholic School District, our schools and job locations are infused with the Catholic Faith. The successful candidate will demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students and staff. Electronic submissions, including a letter expressing interest, a resume and professional references must be received by the application deadline February 25, 2026. Inquiries and submissions are to be directed to Clarence Pereira, Human Resources Coordinator (cpereira@redeemer.ab.ca) By virtue of the submission of an application, the applicant agrees that the Superintendent or designate may contact previous employers for the purpose of conducting confidential reference. The School Division expresses thanks to all applicants, however only candidates selected for an interview will be contacted.