

Position:	Executive Director
Location:	AAC Office - Edmonton, Alberta (hybrid work opportunities available; regular in-office attendance required)
Start Date:	June 15, 2026, or a mutually agreed-upon date
Term:	12 months
Compensation:	Negotiated with the successful candidate
Application close date:	12:00 p.m., Monday, April 27, 2026

ABOUT THE POSITION

The Executive Director provides strategic and operational leadership to advance the vision and mandate of the Alberta Assessment Consortium (AAC). The role promotes AAC's resources and services, fosters partnerships with education stakeholders, and oversees the development of high-quality, curriculum-aligned classroom assessment resources and professional learning.

The Executive Director manages the administration and budget of the Consortium and reports to the AAC Board of Directors. The role supports AAC's objectives and membership growth within a complex educational environment.

This senior leadership position is offered on a personal service contract or secondment basis. The role is based in Edmonton and is a 12-month appointment, with start of term and compensation negotiated with the successful candidate. Hybrid work opportunities are available; however, regular in-office attendance in Edmonton is required.

ABOUT AAC

The Alberta Assessment Consortium (AAC) began in 1992 as a grassroots collaboration among Alberta education leaders. It held its first official meeting in 1993, was incorporated in 1994, and became a registered charity in 2001. AAC is a membership-funded, not-for-profit organization and a recognized education partner in Alberta, providing an independent and informed voice on student assessment.

Guided by four core purposes, AAC:

- Advocates for sound, research-based classroom assessment practices
- Builds assessment literacy through research and inquiry
- Develops high-quality, curriculum-aligned assessment resources
- Enhances teacher and leader capacity through professional learning

Through collaboration, resource development, and professional learning, AAC supports effective classroom assessment practices that improve student learning across Alberta.

LEARN MORE ABOUT WHO WE ARE: <https://aac.ab.ca/>

KEY RESPONSIBILITIES

- Promote AAC's vision, resources, and services
- Liaise with education partners, other learning consortia, stakeholders, member boards, and teachers to build networks, linkages, and partnerships
- Direct the development and delivery of high-quality, Alberta curriculum-aligned classroom assessment materials, products, and resources
- Provide visionary leadership in developing high-quality, classroom assessment-focused professional learning for teachers, school leaders, and system leaders
- Oversee the administration and budget of the Consortium
- Report to the AAC Board of Directors
- Advance AAC's objectives within a complex educational environment
- Identify opportunities to grow AAC's membership base

IDEAL CANDADATE

The Executive Director will have the proven ability to:

- Demonstrate strong leadership qualities consistently in complex educational settings
- Proactively resolve problems and foster a sense of teamwork
- Exhibit excellent oral and written communication, and apply strong interpersonal skills to build and maintain productive relationships
- Work collaboratively as a leader with a variety of educational stakeholder groups in a generative and solution-focused manner
- Think and act strategically
- Leverage experience in not-for-profit or small business management (considered an asset)
- Use current educational research to inform professional learning and program planning to improve student learning outcomes

QUALIFICATIONS

- Master's degree in Education (or in progress) with a focus on Curriculum or Educational Policy Studies
- Permanent Alberta teaching certificate (or eligibility)
- Proven, progressive experience applying deep knowledge of the Alberta educational context, sound assessment practices, and adult learning principles
- Proven, progressive experience working in a school based and/or Jurisdiction leadership role
- Experience leveraging management skills in a not-for-profit or small business context is considered an asset

HOW TO APPLY

Please submit your curriculum vitae, references, and a statement of beliefs about classroom assessment to:

Katie Graham
Chair, Alberta Assessment Consortium Executive Committee
katie.graham@grasslands.ab.ca

FOR MORE INFORMATION

Contact Katie Graham, Chairperson of the Alberta Assessment Consortium Executive Committee, at katie.graham@grasslands.ab.ca

We thank all applicants for their interest in this position

Only shortlisted applicants will be notified.