



OPEN POSTING

Peace River School Division
Learning Together - Success for All

Assistant Superintendent of Education - Human Resources
Executive Leadership Position
Location: Grimshaw, Alberta

The Peace River School Division (PRSD) is seeking a strategic, collaborative, and student-centered systems leader to join its senior management team as **Assistant Superintendent of Education - Human Resources**. This executive leadership role offers a unique opportunity for a values-driven leader to influence system-wide excellence by strengthening the people practices that support high-quality learning and working environments across the Division.

As a member of the PRSD's four-person executive leadership team, and reporting directly to the Superintendent of Schools, the successful candidate will work collaboratively with the Assistant Superintendent of Education - Learning Services and the Secretary-Treasurer to provide jurisdiction-wide leadership in Human Resources. The candidate will be a strong systems thinker who models ethical leadership, builds trust-based relationships, and contributes meaningfully to collective executive decision-making in support of the Board's vision and priorities. The candidate will contribute to a positive organizational culture, long-term sustainability, and improved student outcomes, while ensuring human resource practices align with legislative requirements, collective agreements and the Division's commitment to inclusive, respectful, and safe learning and working environments.

Duties will commence on **August 1, 2026**, or at another mutually agreed-upon date. The initial deadline for applications is **March 27, 2026**; however, the competition will remain open until a suitable candidate is appointed.

About the PRSD:

The PRSD is located in the North Peace region of northwestern Alberta, with its Central Operations Office located in Grimshaw, Alberta. The Division operates 19 schools across a vast geographic region from Red Earth Creek in the east to Bear Canyon in the west near the British Columbia border, and from Nampa in the south to Manning in the north. The diverse educational needs of approximately 3000 students are met through 13 mainstream schools, 3 colony schools, 2 outreach schools and the Peace Learning Connection, which includes a Virtual Education Program (Grades 10-12) and a Home Learning Program. With an annual operating budget of approximately \$57 million, the Division employs approximately 550 total

staff, including 200 teachers and 150 educational assistants who provide daily classroom support. The division is currently completing year two of a five-year education plan that is focused on the provision of high-quality instruction in literacy and numeracy within an inclusive culture that responds to the diverse needs of all our students.

The Opportunity:

The Assistant Superintendent of Education - Human Resources will work closely with members of the executive and expanded management teams to provide coordinated leadership support to the Superintendent of Schools, ensuring operational efficiency and organizational effectiveness across the Division. The successful candidate will be expected to lead the Human Resources Department and support excellence in student programming and achievement through effective execution of Human Resources functions aligned with the Division's strategic priorities as outlined in its five-year Education Plan. In addition to providing broad-based leadership within the Human Resources Department, this role includes select hybridized responsibilities within the Learning Services Department, and the candidate will work closely with the Assistant Superintendent of Education - Learning Services to ensure strategic alignment and effective distribution of work across departments. The hybrid Learning Services responsibilities will align with the successful candidate's strengths to maximize system leadership impact, and will support instructional leadership, student programming, and alignment with the Division's five-year Education Plan. This role will also serve as a trusted advisor to the Superintendent and senior leadership team, and as a key contributor to a positive, professional and respectful workplace culture.

Key Responsibilities:

In collaboration with the Assistant Superintendent of Education - Learning Services and the Secretary-Treasurer, the Assistant Superintendent of Education - Human Resources will support the Superintendent's operational and governance-related responsibilities through timely data analyses, completion of various reports and other senior leadership functions. The role is central to strengthening leadership capacity, advancing sustainable human resource practices, and ensuring the Division is well positioned to attract, develop, and retain high-quality staff. Specific responsibilities include providing leadership in the following areas:

- developing, implementing, and monitoring a comprehensive Human Resources Strategy and aligned operational plans;
- providing executive leadership for recruitment, retention, workforce planning, and succession planning across the Division;
- leading labour relations, including collective bargaining, contract administration, and support to the Board negotiating committees;
- overseeing all staffing processes, including recruitment, selection, placement, transfers, leaves, retirements, and return-to-work programs in accordance with Superintendent direction, Board policy, legislation and approved budgets;
- establishing and overseeing consistent frameworks for teacher supervision, evaluation, and professional growth;

- leading administrator leadership development, including the design, implementation, and evaluation of a comprehensive School Administrator Induction Program;
- providing strategic advice to the Superintendent of Schools and the senior leadership team on workforce trends, talent development, and organizational sustainability;
- overseeing employee classification systems, compensation structures, benefits administration, and personnel records for certificated and non-certificated staff;
- providing leadership for the supervision, evaluation, and performance management of non-instructional support staff;
- developing, reviewing, and revising Administrative Procedures related to Human Resources, ensuring legislative and policy alignment;
- developing and managing Human Resources departmental budgets, ensuring fiscally responsible and sustainable use of resources;
- supporting centralized staffing models to meet school and system needs, including staffing recommendations for Division budget development;
- leading investigations and resolution processes related to employee relations matters, ensuring fairness, consistency, and confidentiality;
- fostering a positive, professional, and respectful workplace culture across departments and within the Human Resources team;
- supporting instructional leadership and student programming through hybridized responsibilities within Learning Services, aligned with the strengths of the successful candidate; and
- supporting the administration of Hutterite Colony Schools, as required.

Qualifications and Experience:

The successful candidate will:

- hold a Bachelor of Education degree and a Master's degree in education, human resources or a related field from an accredited university (academic and/or experiential background in Human Resources will be considered an asset);
- hold or qualify for an Alberta Teaching Certificate;
- hold or qualify for the Leadership Quality Standard (LQS) Certification;
- have a minimum of five (5) years of successful and progressively responsible leadership experience at the school and/or system level;
- have successful supervisory or senior leadership experience in a complex, team-based organizational environment; and
- possess leadership experience in Human Resources, preferably within a school division or other complex organizational setting.

Ideal Candidate Attributes/Skills:

- **Demonstrated Strengths in:**
 - building and sustaining trust-based relationships with diverse stakeholders, including trustees, school leaders, staff, families, and community partners;

- providing clear, credible, and strategic advice to the Superintendent and senior leadership team, and communicating with clarity, diplomacy, and influence in both written and oral formats;
 - leading complex change initiatives, including navigating resistance and aligning people, systems, and structures to drive systemic improvements;
 - making sound, evidence-informed decisions that balance operational realities with student-centered priorities;
 - managing sensitive issues and conflict with professionalism, discretion, and fairness;
 - promoting collaboration and distributed leadership within schools and across the division; and
 - promoting a positive, respectful, and inclusive workplace culture grounded in equity, and belonging.
- **Highly Skilled in:**
 - visioning, strategic planning, and aligning division-wide priorities with educational excellence;
 - leveraging technology to improve operational efficiency, data-driven decision-making, and workplace innovation;
 - analyzing and interpreting multiple data sets to inform administrative procedures, improve student outcomes, and assess organizational effectiveness;
 - supporting school leaders in instructional leadership, professional growth, and system alignment;
 - coaching, mentoring, and developing staff capacity to maximize individual and collective performance;
 - managing financial and human resources responsibly, ensuring sustainability and alignment with Division priorities;
 - navigating political and governance structures, ensuring strong relationships with the Board, government agencies, and external partners; and
 - leading initiatives to improve student achievement, well-being, and access to high-quality education for all learners, including First Nations, Métis, and Inuit students.

Application Process:

This is a full-time position with a competitive compensation and benefits package, including Alberta School Employee Benefits Plan (ASEBP) coverage and membership in the Alberta Teachers' Retirement Fund (ATRF) pension. Interested candidates are invited to submit a cover letter, a current curriculum vitae, copies of relevant qualifications and certifications, and the contact information for three recent professional referees, to:

Dr. Jeff Thompson, Superintendent of Schools
Peace River School Division
P.O. Box 380, 4702-51 Street

Grimshaw, AB T0H 1W0
Phone: (780) 624-3650
Email: thompsonj@prsd.ab.ca

Application Deadline: All applications received by **March 27, 2026** will receive full consideration. The position will remain open and advertised until a suitable candidate is hired, so applications received after the March 27, 2026 deadline may be considered. While we appreciate the expression of interest from all applicants, only those selected for an interview will be contacted.

The successful applicant will be required to provide an up-to-date Vulnerable Sector Check at the point of hire in alignment with the Division's guidelines for employment. By applying for this position, applicants consent to confidential reference checks with previous employers whether or not they are listed as referees.