



CAREER OPPORTUNITY: SUPERINTENDENT OF SCHOOLS

Job Type: Part-Time (0.5 FTE)

Location: Edmonton, Alberta

Start Date: June 2026

Posting Close: March 27, 2026



THE CHARTER

STEM Collegiate is Alberta's first approved Collegiate charter school, a public charter school serving 500 grade 7-12 students in Edmonton. STEM Collegiate was established with a clear mandate: to be recognized as the premier center of innovation in STEM education and STEM curriculum development, and to graduate students who are knowledgeable leaders, global thinkers, and innovative risk takers prepared to solve key challenges in a rapidly changing world.



Our mission is to prepare students to be life-long learners, global communicators, creative problem solvers, and future industry leaders through innovative learning opportunities and an intellectually nurturing environment that emphasizes STEM knowledge and skill.

STEM Collegiate's charter focus is realized through the continuous development and enhancement of STEM-focused programming, including specialized option courses and enriched learning experiences that keep pace with emerging technologies alongside an intentional focus on creativity, innovation, and problem solving (including the ethical and strategic use of AI).

As a collegiate charter school, we are committed to building strong, sustainable pathways for students into STEM-related careers through active partnerships with post-secondary institutions and industry. A recent milestone includes a Memorandum of Understanding (MOU) with MIT Beaver Works Summer Institute, expanding access to MIT through a developed pathway of high school options courses and authentic project-based STEM learning.

STEM Collegiate Charter Goals

1. Students will graduate with superior STEM knowledge, skills, and competencies that provide a strong foundation for lifelong learning in a fast-paced global environment.
2. Students will have core STEM knowledge and skills needed to become global innovators and problem solvers.
3. Students will be community-minded learners who demonstrate courage, resilience, respect, and caring for others.

4. Students will have the opportunity to connect with post-secondary institutions and industry to provide strong pathways into both from high school.

THE OPPORTUNITY

The Superintendent reports to the Board of Directors, and working closely with the Founder, is responsible for the overall leadership, conduct, and operation of the Charter Authority.

The successful candidate will provide strategic leadership and oversight, ensuring alignment with provincial legislation, Alberta Education guidelines, and charter school regulations.

The Superintendent is a guardian and support for the realization of the vision and aspiration for STEM in Alberta.

The incoming Superintendent will lead in accordance with the requirements and expectations outlined by Alberta Education, the College of Alberta School Superintendents (CASS), and the Alberta Association of Public Charter Schools.

KEY RESPONSIBILITIES

The following responsibilities reflect Alberta charter superintendent expectations contextualized to STEM Collegiate's size, staffing model, and part-time superintendent FTE.

Board Relations and Strategic Planning

- Establishes and sustains a productive working relationship with the Board and Founder based on mutual trust, respect and integrity.
- Ensures the Board's plans, resource allocations, strategies and procedures lead to the achievement of the charter goals and priorities.
- Working closely with the Founder and Principal, works collaboratively to deliver the foundational vision and charter goals.
- Leads strategic planning and results reporting, including assurance measures and required submissions to Alberta Education.

Student Learning

- Ensures all students have the opportunity to meet or exceed the academic standards established by the Alberta Ministry of Education and those identified in the charter.

- Ensures that schools are organized and run in accordance with provincial legislation, requirements stipulated by the charter and Board policies.
- Provides leadership in enhancing educational opportunities for all pupils through research and partnerships.
- Provides leadership in implementing education policies established by the Minister and the Board.

Student Welfare

- Ensures the school environment supports the moral, social, physical and emotional growth of students, consistent with the charter.
- Ensures all students are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Acts as, or designates, the attendance officer.

Financial Management

- Ensures the fiscal management of the authority's resources is in accordance with the Board under the Education Act and other relevant legislation.
- Ensures the authority operates in a fiscally responsible manner, including adherence to recognized accounting procedures

Personnel Management

- Provides leadership in matters relating to personnel, including effective supervision and evaluation practices.
- Establishes and maintains effective human resource practices that support recruitment, mentorship, capacity building and succession planning.

Policy and Administrative Procedures

- Ensures administrative procedures are developed, implemented and regularly reviewed to support Board policy, legal compliance and effective operations.

Compliance

- Ensures the authority and schools operate in compliance with all legal, Ministerial and Board mandates and timelines.
- Reports to the Minister on matters identified in and required by the Education Act and provincial legislation.

Organizational Management

- Carries out duties with integrity and in a manner that merits the confidence of those with whom the Superintendent works most directly.
- Supports an organizational structure and culture that facilitates effective operations, positive relationships and active participation in advancing the charter.
- Encourages innovation and research, and shares best practices, research and development occurring within the charter school.

Community Relations

- Takes appropriate and decisive actions to ensure open, transparent, positive internal and external communication systems are developed and maintained.
- Ensures parents are satisfied with the services provided and the responsiveness of the school authority.
- Ensures that appropriate dispute resolution processes are in place as effective means of communicating and elevating concerns and questions.
- Acts as, or designates, the Head of the organization for the purposes of the Freedom of Information and Protection of Privacy Act(s).
- Develops and maintains positive and effective relationships with Alberta Education, agencies, community partners and post-secondary institutions.

QUALIFICATIONS

The ideal candidate will possess the following qualities and certifications:

- ✓ Alberta Teaching and Leadership Certification with eligibility for Superintendent Leadership Certification.
- ✓ Significant senior leadership experience in education (charter, public, or independent sector).
- ✓ Demonstrated success in strategic planning and school improvement.
- ✓ Strong understanding of Alberta's education system, legislation and accountability or assurance frameworks.
- ✓ Proven ability to manage complex operations and foster strong community relationships.
- ✓ Exceptional interpersonal, communication and leadership skills.
- ✓ Passion for STEM education and for building strong collegiate pathways to post-secondary and industry.

In addition to an educational philosophy aligned with STEM Collegiate's mission, vision and values, applicants must be able to demonstrate the qualifications stipulated in the Alberta Superintendent of Schools Regulation (s.2(1)), including permanent teacher certification in Alberta and the required academic and leadership credentials.

SALARY AND STARTING DATE

Salary will be negotiated based on experience and aligned with applicable Alberta superintendent compensation frameworks. The ideal starting date for this position is June 2026.

HOW TO APPLY

Please submit:

- cover letter,
- detailed résumé (*including contacts for three recent professional references*),
- proof of eligibility regarding Alberta superintendent certification requirements.

Submit applications: via the [Apply to Education Portal](#)

Application deadline: March 27, 2026, at 10:00pm (MST)

Please note: No references will be contacted prior to notifying the candidate

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

