

## Director, Education Services

Pembina Hills School Division invites applications for the position of **Director, Education Services**. Duties will commence the beginning of the 2026-2027 school year or as mutually agreed upon.

### The Division

Pembina Hills School Division is a dynamic and innovative Division with a commitment to its mission - to deliver an excellent education to our students so they become ethical and responsible citizens. We are a close-knit community where we strive to create positive learning environments where students are comfortable and safe and where parents are encouraged to be involved in their child's education.

Within the geographic area of Barrhead, Westlock and Swan Hills, Pembina Hills School Division serves 3,400 students in 11 community schools, 2 Hutterite colony schools, and 2 outreach centres.

A very unique factor of our Division is that we operate an online school – Vista Virtual School – that serves students across the province.

Please visit our website at <https://www.pembinahills.ca/>

### The Position

The Director of Education Services supervises the Division's instructional programming to maintain continuous improvement focused on engaging learners and success for every student. This position's responsibilities would comprise the following:

- Assisting the Superintendent with Assurance Reporting, including education planning, annual education results reporting and satisfaction surveys;
- Division and school calendar development;
- Curriculum including program of studies, results analysis, literacy and numeracy strategies, assessment and reporting, learning resources and staff development;
- Staff development including teachers, educational assistants, and school leaders;
- Off-campus, Dual Credit and Careers programming;
- Support to the Superintendent and System Administration including participating on the Senior Administration team and responding to requests from the Superintendent in alignment with this role.

### The Candidate

Pembina Hills School Division is seeking an energetic and progressive leader with a commitment to public education and to the Division's mission, beliefs, and priorities. This individual will have a strong work ethic, be committed to excellence and continuous improvement, be a contributing team player, and will ensure accountability of self and others.

The candidate will have:

- demonstrated integrity, exemplary interpersonal, organizational, technological, communication, and conflict resolution skills,
- have the ability to proactively represent the Division and its interests with Alberta Education & Childcare and other stakeholders,
- extensive knowledge of Division planning and reporting processes
- knowledge of Alberta Program of Studies
- knowledge and experience in school administration
- ability to facilitate continuous improvement to programs, service outcomes and delivery systems,
- advocate and role model for ongoing Professional Learning
- experience with Collaborative Team Meetings (CTM) is considered an asset

The selected candidate must hold a valid Alberta teaching certificate and have a Master of Education.

The candidate will also have proven, successful School Administration experience.

This competition will remain open until a suitable candidate is found.

For further information, please contact Brett Cooper, Superintendent at 780-674-8507 or Raime Drake, Deputy Superintendent at 780-674-8505.

**Apply at:** <https://pembinahills.simplication.com/>

If you require assistance with the application process, please call Simplification @ 1-877-900-5627

**There are inherent risks in the work employees do throughout Pembina Hills School Division (PHSD). All staff are to be prepared to satisfactorily manage the inherent risks encountered in their work. PHSD staff are responsible for advising their Supervisors of unknown risks encountered relating directly to their work. Staff are expected to cooperate in ensuring workplace health and safety in a caring and respectful educational setting.**

**PLEASE NOTE:**

- Your resume should include a list of **references** with permission for Pembina Hills School Division to contact any or all references.
- **Original Criminal Record Check including Vulnerable Sector** (dated within one year) must be provided prior to employment.
- **Original Intervention Record Check** (dated within one year) – issued by Child & Family Services Authority must be provided prior to employment.
- **Verification** of Education and relative experience is required.  
**We thank all applicants for their interest. Only those shortlisted will be contacted.**