

Pembina Hills School Division invites applications for the position of **Director, Education Services**. Duties will commence on **January 4, 2027**, or as mutually agreed upon.

About the Division

Pembina Hills School Division is a dynamic and innovative school division committed to its mission: delivering an excellent education to our students so they become ethical and responsible citizens. We foster a close-knit community dedicated to creating safe, supportive, and engaging learning environments where parents are active partners in their child's education.

Serving the communities of Barrhead, Westlock, and Swan Hills, the Division supports approximately 3,400 students across 11 community schools, 2 Hutterite colony schools, and 2 outreach centres.

In addition, Pembina Hills operates Vista Virtual School, a unique online learning environment serving students throughout Alberta.

To learn more about us, please visit our website at <https://www.pembinahills.ca/>.

The Position

The Director of Education Services oversees instructional programming for children and students from Early Learning through Grade 12 across the Division, ensuring continuous improvement, active student engagement, and success for every learner. Primary responsibilities include:

- Overseeing curriculum implementation, program of studies, results analysis, literacy and numeracy strategies, assessment and reporting, learning resources, and professional development;
- Facilitating staff growth and development for teachers, educational assistants, and school leaders;
- Directing Off-Campus, Dual Credit, and CAREERS programming;
- Assisting the Superintendent with Assurance Reporting, including education planning, annual education results reporting, and satisfaction surveys;
- Leading Division and school calendar development;
- Providing executive leadership as a member of the Senior Administration team and supporting system-wide initiatives as requested by the Superintendent.

The Ideal Candidate

Pembina Hills School Division is seeking an energetic, progressive leader dedicated to public education and aligned with the Division's mission, values, and priorities. The ideal candidate brings a strong work ethic, a commitment to excellence and continuous improvement, exceptional collaborative abilities, and personal accountability.

Qualifications and Attributes:

- Extensive and successful administrative experience as a public school principal;
- Proven track record of driving continuous improvement in programs, delivery systems, and student outcomes;
- Demonstrated integrity, alongside exemplary interpersonal, organizational, technological, communication, and conflict resolution skills;
- Ability to effectively advocate for and represent the Division with Alberta Education and other key stakeholders;
- Extensive knowledge of division-level planning and reporting frameworks;
- In-depth familiarity with the Alberta Programs of Study;
- Active advocacy and modeling for ongoing professional learning;
- Experience with Collaborative Team Meetings (CTM) is considered a strong asset.

Education & Certification Requirements:

Candidates must hold a valid Alberta Teaching Certificate, Alberta Leadership Quality Standard Certification and a Master of Education (M.Ed.) degree.

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

For additional information regarding this opportunity, please contact **Raime Drake, Superintendent**, at **780-674-8500**.

How to Apply:

Please submit your application online at <https://pembinahills.simplification.com/>.

If you require assistance with the application process, please contact Simplification support at 1-877-900-5627.

Workplace Health & Safety:

Pembina Hills School Division is committed to maintaining a safe, caring, and respectful educational environment. All employees are expected to actively participate in workplace health and safety, manage inherent operational risks, and promptly report any unidentified risks to their supervisor.

Application Requirements:

- A comprehensive resume including professional **references** with authorization for Pembina Hills School Division to contact them;
- An **original Criminal Record Check including Vulnerable Sector Check** (issued within the last 12 months) prior to commencement of employment;
- An **original Intervention Record Check** issued by Child & Family Services (issued within the last 12 months) prior to commencement of employment;
- Formal **verification** of educational credentials and relevant experience.

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.