



## SUPERINTENDENT OF SCHOOLS/CEO

### ST. PAUL EDUCATION REGIONAL DIVISION NO. 1

Due to the retirement of the long-term incumbent, the Board of Trustees invites applications for the position of Superintendent/CEO for St. Paul Education Regional Division No. 1. Duties will commence August 1, 2009 or as mutually agreed.

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#### **The Division**

Geographically and demographically, the St. Paul Education Regional Division No.1 covers a large rural/urban area in Northeast Alberta. There are a number of hamlets, villages, and towns within the Division: St. Paul, Elk Point, Heinsburg, Myrnam, Derwent, Two Hills, Hairy Hill, Willingdon, Ashmont, and Mallaig.

The Division is unique in that it operates both separate and public schools under one unified board.

The Division serves approximately 4,083 students (K-12) in eighteen definable school sites staffed by some 270 FTE teaching staff and approximately 346 support staff. There are six schools located in the Town of St. Paul, seven in the County of St. Paul and five schools in the County of Two Hills including two Hutterite Colony schools and one Mennonite school. The six schools in St. Paul include a K-5 Catholic school, a 6-9 Catholic school, and a K-9 separate Protestant school. One K-12 Catholic school is also located in Mallaig. The Division's makeup is very diverse and in addition to the "traditional" school facilities, the Division also has five K-12 schools, two Hutterite colonies, a virtual education campus and two outreach schools. The Division also offers extensive alternative French programming.

Approximately 25% of the student population is educated through federal tuition agreements with Indian and Northern Affairs Canada. The Division is especially proud of its long standing and much lauded native education program.

The Division's operating budget for 2008-09 is approximately \$44,000,000.

#### **The Region**

The Division office is located in the town of St. Paul, located 200 km northeast of Edmonton on Highway 29. St. Paul is strategically located in the center of the northeast region of Alberta. With a population of over 5000, the town is a major trading center for the surrounding area and is rich in a number of ethnic backgrounds.

The region has a strong agricultural and petrochemical base with a population of approximately 15,000.

#### **The Candidate**

The Board seeks a faith-based individual who is committed to meeting student needs first and is able to optimize financial resources for maximum student benefit.

This confident person of conviction will be committed to a transparent approach to decision-making, be politically astute, have well developed interpersonal and communication skills, and be a positive ambassador within and for the Division.

A committed, respectful, results-oriented individual, the successful candidate will have an ability to provide effective leadership in our faith-based Catholic, Protestant, Mennonite, Hutterite and public schools.

This professional, approachable, trustworthy leader will ensure accountability of self and others, continue to nurture a positive organizational culture for the Division, and effectively support the Board in its role.

Eligibility for Alberta teacher certification and a Master's degree are requirements for the position.

#### **More Information**

Visit our website: [www.stpauleducation.ab.ca](http://www.stpauleducation.ab.ca)

Town of St. Paul: [www.town.stpaul.ab.ca](http://www.town.stpaul.ab.ca)

The competition will remain open until a suitable candidate is found. Applications received by February 2, 2009 are assured careful consideration.

#### **Applications**

E-mail by February 2, 2009 a cover letter, curriculum vitae and names, positions and telephone contact information for at least five recent professional references to:

**Dr. Leroy Sloan**  
**Alberta School Boards Association**  
**E: [LSloan@asba.ab.ca](mailto:LSloan@asba.ab.ca)**  
**P: 780.910.9406 or 780.451.7125**



# ST. PAUL EDUCATION REGIONAL DIVISION NO. 1

## SUPERINTENDENT OF SCHOOLS/CEO SEARCH

### IDEAL CANDIDATE PROFILE

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#### **Education**

- ◆ Master's degree as a minimum
- ◆ Must qualify for or hold teaching certification in the Province of Alberta
- ◆ Knowledgeable of current legislation, educational research, issues and trends

#### **Professional Experience**

- ◆ Proven track record with commitment to continuous quality improvement
- ◆ Significant, successful, broad-based educational leadership experience

#### **Student Focus**

- ◆ Proven ability to evaluate programs in terms of impact on student achievement
- ◆ Ability to optimize financial resources for maximum student benefit
- ◆ Committed to meeting student needs first

#### **Rural Education**

- ◆ Purposefully visible in schools and communities
- ◆ Recognizes the diversity and interests of all Division schools
- ◆ Ability to continue to unify schools toward common Division goals
- ◆ Commitment to diversity of programming in rural settings

#### **Leadership Style/Organizational Skills**

- ◆ Ability to provide effective leadership in our faith-based Catholic, Protestant, Mennonite, Hutterite and public schools
- ◆ Committed to a transparent approach to decision-making
- ◆ Proven ability to build strong working relationships within the Division
- ◆ Ensures accountability of self and others
- ◆ Ability to make challenging decisions and to gain support for those decisions
- ◆ Ability to work effectively with Alberta Education and other partners – local, regional, provincial and federal
- ◆ Ability to mentor staff, utilizing their unique strengths and talents
- ◆ Capability to work effectively with administrators, staff, parents and school councils within the community context
- ◆ Ability to nurture a positive organizational culture for the Division
- ◆ Ability to effectively support the Board in its role
- ◆ Strengths in planning, delegating, time management, assignment of responsibilities and ensuring successful completion of tasks
- ◆ Supportive of technology
- ◆ Strategic planning skills

### **Personal Qualities and Attributes**

- ◆ Well-developed interpersonal skills
- ◆ Results-oriented
- ◆ Politically astute
- ◆ Professional, approachable, demonstrates compassion and care for staff
- ◆ Demonstrates empathy, openness and responsiveness to parents and the community
- ◆ Recognizes the accomplishments of others
- ◆ Demonstrates courage, integrity, positive moral values and ethical behaviour, and is a confident person of conviction
- ◆ Open and trustworthy
- ◆ Respectful and empathetic
- ◆ Demonstrated loyalty to his/her employer
- ◆ Warm, approachable and sincere
- ◆ Sense of humour

### **Communication Skills**

- ◆ Strong oral and written communication skills
- ◆ Communicates freely and directly with students and with staff working at all levels within the Division
- ◆ Uses efficient internal communication to build collaboration within the Division
- ◆ Proactive and effective with external communications resulting in community understanding and support of Board direction
- ◆ An active listener who solicits, interprets and utilizes feedback effectively
- ◆ Provides clear direction
- ◆ Positive ambassador within and for the Division