



**ST. THOMAS AQUINAS RCS REGIONAL  
DIVISION NO. 38**

**ASSISTANT SUPERINTENDENT  
LEARNING SERVICES**

The Board of Trustees invites applications for the position of Assistant Superintendent Learning Services for St. Thomas Aquinas Roman Catholic Schools. Duties will commence December 1, 2009, or a later date mutually agreed to prior to November 5, 2009.

**The Division**

St. Thomas Aquinas Catholic Schools are located in north central Alberta, serving the communities of Drayton Valley, Ponoka, Lacombe, Leduc, Beaumont and Wetaskiwin with an outreach program situated in Leduc. The Board office is located in the City of Leduc, 34 km or 15 minutes south of Edmonton. The jurisdiction has a student enrollment of approximately 2500 students.

The nine-member Board of Trustees has a strong commitment to providing high-quality, Catholic education by responding to the diversity and uniqueness inherent in the Division. The mission for the Division is:

*"We are a Christ-centred Catholic community committed to providing the highest quality education for our students. Through service, caring and love we strive to create an environment of respect and understanding in which everyone can grow."*

The Division's operating budget for 2008/2009 was approximately \$28,000,000.

**The Role**

The Assistant Superintendent will serve as a key member of the senior administrative team, reporting to the Superintendent. This position provides a unique opportunity to gain experience and to serve in a wide variety of central office roles, with preferred competencies in faith development, human resource management, instructional leadership, professional and curriculum development, special education, and technology integration.

**The Candidate**

The successful candidate will be a team player, with an exemplary record of professional achievements especially in the area of instructional leadership, and a commitment to Catholic education. The candidate will respect and actively support the roles of the Superintendent and the Board and be skilled in facilitating data-driven decision-making. The candidate must qualify for an Alberta teaching certificate and have successful, broad-based educational leadership experience.

A history of working effectively with education partners, parents, the parishes and the community is essential.

Important attributes include: strong moral values, models and inspires ethical conduct, excellent interpersonal, communication and administrative skills. The successful candidate must have a current pastoral reference.

**More Information**

For more information and a role description visit our web site at

<http://www.faithinyourfuture.ca/division>

**Applications**

Candidates are encouraged to email by October 15, 2009, a cover letter, c.v., most recent evaluation, and a list of at least five references (including one current pastoral reference) to:

**Alberta School Boards Association  
Attention- Ed Wittchen- Consultant  
Ph: 780.222-4022  
Email: [jelsinga@asba.ab.ca](mailto:jelsinga@asba.ab.ca)**



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DIVISION NO. 38**

**ASSISTANT SUPERINTENDENT OF SCHOOLS -  
LEARNING SERVICES**

## **Ideal Candidate Profile**

### **Education:**

- A Master's degree is not considered as necessary but would be considered as an asset
- Must qualify for teacher certification in the province of Alberta

### **Professional Experience:**

- Successful, broad-based educational leadership experience
- Commitment to Catholic education with a preference for experience in a Catholic district
- Understands and supports the roles of the Executive Team and the Board

### **Catholicity:**

- Practicing, faith-filled Catholic; a witness to the faith
- Encourages the spiritual growth of all staff and students
- An active and visible member of the church community
- Advocate for Catholic education
- Promotes the partnership of home, school and parish

### **Rural Education:**

- Commitment to serving a geographically large area
- Respectful of the uniqueness of communities
- Visible and involved in schools
- Commitment to diversity of programming in rural settings
- Ability to unify schools toward common District purposes
- Proven achievements in small high school programs and/or curricula

### **Leadership Skills:**

- Models and inspires ethical conduct, characterized by integrity, respect, fairness, and honesty in interpersonal relationships
- An innovator
- Demonstrates instructional leadership skills
- Demonstrates human resource management (teacher recruitment, staff development, supervision and evaluation); developing leadership capacity

- Works effectively with the Superintendent
- Works effectively with Alberta Education, other government departments and with other local and regional partners
- Politically astute
- Mentors staff for maximum effectiveness and to utilize their unique strengths and talents
- Committed to a collaborative and transparent approach to decision-making, balanced with the strength to make necessary, yet potentially unpopular, decisions
- Ensures accountability of self, others and the organization
- Fosters unique culture for the Division which reflects Catholic values and beliefs and Board direction
- Proven ability to inspire trust and confidence in his/her leadership
- Commitment to improving Aboriginal student achievement
- Demonstrates special education leadership skills
- Demonstrates technology integration leadership skills

**Personal Skills and Attributes:**

- Well-developed interpersonal skills
- Supportive team-building skills; ability to bring out the best in others
- Commitment to continuous improvement of self, others and the organization
- Well developed organizational skills
- Strong work ethic

**Communications Skills:**

- Promotes a positive workplace
- Provides clear direction
- Refined conflict resolution skills
- Celebrates the accomplishments of others
- Effective oral and written communication skills