

Closing Date: Sep 22, 2024 at: 12:00 PM MST/MDT

Are you an accomplished leader with a passion for driving excellence in education administration? Sturgeon Public School Division invites applications for the role of **Associate Superintendent Corporate Services**. With a proud history of serving approximately 5200 students across eighteen schools in Sturgeon County and adjoining municipalities, Sturgeon Public School Division is committed to fostering critical thinking, student engagement, and innovative critical thinking skills.

Sturgeon Public School Division is dedicated to cultivating a dynamic learning environment where students thrive as critical thinkers and creative problem solvers. Our educational philosophy is centered on nurturing active participation and promoting innovative approaches to education. To learn more about our inspiring educational community, please visit our [website](#).

Role Description

The Associate Superintendent of Corporate Services holds a pivotal position within the administrative organizational structure. This executive role entails overseeing the Division's business and financial affairs including the management and supervision of key departments such as Financial Services, Facilities Services, and Transportation Services. The Associate Superintendent drives the development, execution and reporting of the Division's budget and ensures efficient management of all corporate and business services.

Skills and Abilities

Strategic Leadership: Integrity, effective communication and a team-focused approach to provide strategic direction to the Division's corporate services, ensuring optimal utilization of information systems.

Innovative Problem-Solving: Superior interpersonal and problem-solving skills to collaboratively address challenges and seize opportunities that enhance the Division's operations.

Experienced Leadership: Expertise in directing and providing leadership within complex organizations, ideally within an Alberta K-12 Public School Division or similar public entity.

Financial Expertise: A background in Accounting, Business or Public Administration is essential and a Master of Business Administration is highly desirable.

Collaborative Partnership: Foster collaboration by liaising with public authorities, government bodies and educational organizations to interpret and advise on Board policies and initiatives.

Effective Oversight: Proven ability to supervise Directors in areas of Financial Services, Facilities and Transportation, ensuring adherence to Board policies and regulatory guidelines.

Duties and Responsibilities

Include but are not limited to:

Secretary of the Board

- Arrange and attend all Board, Committee or public meetings concerning the Board
- Prepare and execute all non-employment contracts, loans, or agreements
- Administer and supervise the Board office for purposes of efficiently performing the Board's business
- Arrange for election of trustees

Business Management

- Supervise the Director of Financial Services
- Organize all business affairs of the Board in accordance with the Education Act and Board Policy
- In consultation with the Superintendent, prepare and present the annual operation and capital budgets for Board consideration, administer the funds provided in the approved budgets and prepare quarterly financial reports for the information of the Board and the Superintendent
- Prepare all financial and statistical reports and statements for submission to Alberta Education regarding grants and other revenues
- Prepare specifications and call tenders for supply of goods and equipment in accordance with Board policy and Alberta Education regulations. Where required, review, summarize and report to the Board on such matters

Property Management

- Supervise the Director of Facilities
- Be responsible for and provide for physical control and maintenance of all property owned by the Board and services
- Assist with the financial planning of future building construction and renovations and be responsible for oversight of such projects
- Ensure adequate insurance is maintained

Student Transportation

- Supervise the Manager of Transportation
- Direct and oversee the Division's student transportation system
- Plan, establish and coordinate bus routes as required for the needs of students in accordance with the provisions of Board transportation policies
- Establish and monitor funding and budget for transportation services

Public Relations

- Within area of responsibility, interpret and advise on Board policies to the public and municipal authorities
- Liaise with other government bodies, agencies and organizations involved in education
- Act as the Designated Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the overall management of access to information and the protection of privacy

Education and Experience

- A Bachelor's Degree with a major in Accounting, Business or Public Administration is required
- A Master of Business Administration is highly desirable
- A Chartered Professional Accountant Designation is advantageous
- The successful candidate must be eligible and maintain eligibility for bonding as per Section 68 of the Education Act

By joining Sturgeon Public School Division as the Associate Superintendent of Corporate Services, the candidate will become a cornerstone of our commitment to educational excellence. This leadership role will impact the lives of thousands of students, fostering an environment of innovation, engagement, and continuous improvement.

This 3-year contract position offers a competitive salary along with a comprehensive pension and benefits package. The annual salary is \$155,000 - \$170,000.

ABOUT STURGEON PUBLIC SCHOOLS

Sturgeon Public Schools prides itself on doing things a little differently. Our schools are special places, where an open and collaborative relationship with parents and the rural community enhances the quality of our education and sees our students thrive. We support the entire individual, providing

diverse specialty programming that inspires and develops each student, while maintaining caring schools that make our youth feel safe, secure, and accepted.

With a strong focus on literacy and a willingness to embrace technology to support learning – our unique approach to education equips students with the right skills, knowledge and characteristics to succeed in the 21st century.

All new employees to Sturgeon Public Schools are required to submit a recent (within 6 months), clear Criminal Record Check (from your local RCMP) prior to commencement of employment.

To be considered for this opportunity, please submit your application, including your resume and compelling cover letter outlining your leadership achievements and alignment with our educational vision.

Applications for this position will be accepted online ONLY at www.sturgeon.ab.ca/careers

*All completed applications received by the deadline will be considered.
Only shortlisted candidates will be contacted.*



Sturgeon Public School Division

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