



Superintendent of Schools - East Area

Job Code 3918096

South East Cornerstone Public School Division #209

South East Cornerstone Public School Division invites applications for the position of Superintendent of Schools. The office location for this position will be located in the East area of the school division.

Term:

This is a continuing contract that will commence on August 1, 2025

About SECPSD:

The South East Cornerstone Public School Division serves the pre-K to grade 12 needs of over 8200 students and 1200 employees in 35 schools located throughout south east Saskatchewan. Headquartered in Weyburn, the Division is committed to achieving its vision of "Success and Achievement for Every Student in Every School." For more information on the Division please visit our website at www.secpsd.ca.

Required Education, Knowledge, Qualifications and Experience:

- Master of Education Degree from an institution recognized by the Saskatchewan Ministry of Education
- Saskatchewan Professional A Teaching Certificate
- Minimum of 7 years successful teaching experience including progressive experience at the administrator or division wide accountability level
- Eligibility for membership in League of Educational Administrators, Directors and Superintendents (LEADS)
- Demonstrated knowledge of Saskatchewan Core Curriculum and Sask. Learning initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership

Required Skills and Abilities:

- Demonstrated ability to provide strategic, situational and adaptive leadership
- Demonstrated ability to act as the team leader in variety of situations (community, school division, and/or provincial bodies)
- Demonstrated ability to contribute as a strategic team member
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of Human Service Agencies, members of the public, including parents
- Ability to develop, implement, reflect on and monitor multiple processes
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time
- Demonstrated ability to maintain strict confidentiality relative to school division operations
- Superior interpersonal and communication skills, both verbal and written

Supervision of Staff:

The position of Superintendent of Schools involves direct supervision of staff in conjunction with school principals and other school division staff. This includes teachers as well as school administration.

Duties and Responsibilities:

The Superintendent of Schools shall perform such duties and responsibilities as may be assigned below:

- Provide leadership to and overall strategic management in the operation of a family of schools within an assigned area within the Division

- Develop and provide leadership in conjunction with the Director and Board of Education as it relates to the Divisions Strategic Plan
- Develop, review and implement administrative procedures to school staff, School Community Councils and school communities. Including the delineation and interpretation of guidelines for student progress and placement, school lock downs, bullying, harassment, threat risk assessment and tragic response
- Develop and actualize a safe and caring school environment that includes compliance with legislation, student health and student welfare
- Develop, actualize and articulate the school divisions priorities, decisions and procedures established by the Senior Leadership Team to a variety of audiences
- To oversee and monitor outcomes of the K-12 learning program through a process of continuous school improvement and professional growth planning while ensuring ensure all programs, services or courses are congruent with provincial requirements and/or division priorities
- Working in conjunction with the Human Resources department develop and recruit for the appropriate staffing levels across each family of schools that allow for effective and efficient school operations
- At an escalated level, make provisions for student discipline committee hearings with consultation with school administration
- At an escalated level, respond to parent and community concerns and/or conflict where the school administrative team has been unable to come to a satisfactory resolution
- Manage and facilitate meetings at various levels (i.e., school, school division, community, provincial)
- Promote positive partnerships with agencies, school community councils, and community groups in pursuit of positive educational outcomes for students
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Other duties as assigned or required by the Director of Education apart from the following:
 - The Superintendent shall not have more than 30 percent teaching or duties working directly with students as defined in the current STF Provincial Bargaining Agreement.
 - Subject to Clauses 9.1.1 and 9.1.2 of the STF Provincial Collective Bargaining Agreement, the Superintendent will not provide professional educational support or consultative services to students or teachers in educational psychology, speech and language, curriculum and instruction, resource-based learning or special education in positions requiring a valid Saskatchewan teachers certificate.
 - The Superintendent will not carry the duties of a Principal as set out in The Education Act, 1995.

Salary & Benefits:

A comprehensive compensation package is available, commensurate with your education, qualifications, and experience. This position includes a competitive salary, a full benefit package and an employer matched pension plan.

For Further information contact:

Keith Keating, Director of Education

Phone: (306) 848-0080

Email: keith.keating@secpsd.ca

The successful candidate will be subject to a clear criminal record check and vulnerable sector check as outlined in Administrative Procedure 400 Appendix: Criminal Record Checks.

Applications:

Accepting online applications only.

Applications received by 9:00 a.m. on Tuesday, February 25, 2025 will be assured full consideration.

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

Job Details

Job Code 3918096

Posting Date

1/24/2025 3:24:57 PM

Closing Date

On Going

Number of Openings 1

Job Type

Full Time

Job Category

Teachers, Principals & Superintendents

Employment Start Date

8/1/2025 12:00:00 AM

Mandatory Documents

Resume

Cover Letter