

Job Description

Position Title: EXECUTIVE DIRECTOR

Position Type: Full-Time, Seconded or Contracted

Position Description

Reporting to the Board of Directors, the Executive Director of the Calgary Regional Consortium (CRC) is responsible for the successful leadership of professional learning programs, initiatives and services that support provincial curriculum implementation in alignment with Alberta Education's Business Plan, school authority education plans, and provincial priorities, and the articulated professional learning needs of regional stakeholder organizations. The Executive Director ensures that the design and delivery of professional learning support offered through the CRC align with the vision, mission, and goals of the Consortium, are created through evidence-informed research about adult learning, and are responsive to the needs of the regional school authorities and stakeholder organizations. The Executive Director is responsible for the operations of the Consortium including oversight of staff and budgets. The Executive Director creates, implements, and evaluates the Annual Implementation Plan and Annual Budget with approval and direction from the Board of Directors.

Major Areas of Responsibility

Exemplifying exceptional leadership, the Executive Director oversees the daily operations of the Consortium, on behalf of the Board of Directors, with the following areas of responsibility:

- Planning and Reporting
- Human Resources
- Financial Planning
- Community Relations and Advocacy

Duties and Specific Responsibilities

PLANNING AND REPORTING

- Through collaborative processes with regional school authority partners and other stakeholders, develop and implement an annual Curriculum Implementation Plan that is responsive to regional professional learning needs as they relate to the priority areas identified by Alberta Education
- Ensure excellence in program delivery through evaluation and analysis of impact data
- Create comprehensive reporting mechanisms to share ongoing Consortium data with stakeholder organizations and the CRC Board of Directors
- Develop an Annual Report and Curriculum Implementation Final Report on behalf of the Board of Directors, for submission to Alberta Education and education stakeholder organizations.

HUMAN RESOURCES

- Hire staff as required to achieve the Annual Curriculum Implementation Plan
- Delegate responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness of the Consortium
- Ensure excellence in program delivery through evaluation and analysis of impact data, and on-going mentoring/coaching of the Consortium's educational staff
- Ensure excellence in administrative practices that support the work of the consortium through on-going mentoring/coaching of the Consortium's administrative staff

FINANCIAL PLANNING

- Ensure fiscal responsibility and monitoring of financial expenditures that comply with the annual Board approved budget in collaboration with the Financial Coordinator and other staff as required
- Collaborate with the Financial Coordinator and the Consortium Banker Board in the creation of the final annual financial reports for approval by the CRC Board of Directors, and submission to Alberta Education – Finance.

COMMUNITY RELATIONS AND ADVOCACY

- Collaborate with educational stakeholders and leaders across the Calgary area to support their implementation of the professional learning priority areas identified for Consortia by Alberta Education
- Consult and collaborate with education stakeholder organizations in the delivery of professional learning supports to support regional learning needs
- Collaborate with Executive Directors of the Alberta Regional Professional Development Consortia (ARPDCC) to explore common approaches to professional learning provincially and regionally for each identified priority area.
- Advise the Board of Directors on all aspects of internal and external developments that affect the organization.
- Provide the Board of Directors with information, advice and support required for the fulfillment of its governance role

Competencies Required

- Ability to work collaboratively in a generative manner with a variety of educational local and provincial stakeholders' organizations, and the Education Ministry
- Ability to establish consultative and collaborative decision-making that is informed by open dialogue and multiple perspectives
- Ability to think critically in the formation of innovative, creative and responsive solutions that ensure quality design and delivery of professional learning programs and supports
- Ability to mitigate risk through the development of risk management strategies that result in positive change
- Proven organizational skills, including handling of multiple details
- Excellent oral and written communication skills
- Ability to provide leadership and engage stakeholders to build personal and professional capacities and expertise
- Capacity to strategically plan and make decisions to allocate resources (human, physical, technological, and financial) to effectively meet consortia goals
- Understanding of the Teaching Quality Standard, Leadership Quality Standard and the Superintendent Leadership Quality Standard.
- Understanding of Leadership Certification and Superintendent Leadership Certification.
- Developing an understanding of the anticipated Ministerial Order on Student Learning and revised Assurance Framework anticipated to be in place September 1, 2020.

Personal and Professional Requirements

- Valid teaching certification, Masters Degree in Education (or equivalent) and experience in an educational leadership role
- 4 or more years of experience at a school, district, or provincial level in designing and delivering professional learning experiences
- Understanding of current education initiatives and projects in Alberta, and ability to engage stakeholders in developing a shared understanding of current trends and priorities in the Education system
- Knowledge of current educational research in effective program delivery for improved student learning, promising practices in education, effective professional development practices, adult learning theory and change theory

- Knowledge of K-12 programming, initiatives, policies, and legal frameworks that provide the foundations for the Alberta education system
- Understanding of, and ability to use, the *Guide to Comprehensive Professional Development Planning (2006)* and *Guide to Essential Conditions for Successful Implementation* to work with education partners/stakeholders in developing professional learning plan

Compensation

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

Requirements:

Applicants are invited to submit a curriculum vitae outlining qualifications, competencies and qualities pertaining to this position, the names of and contact information for three references. Applications must be submitted in a **single pdf file** that includes three (3) parts in the order of:

- A cover letter,
- Current curriculum vitae (CV),
- Contact details for three professional references.

Deadline for Applications:

Applications must be emailed to admin@cass.ab.ca by 12:00 noon, Friday, May 29 2020.

In the subject line state Executive Director Application.

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.

For Further Information:

Visit our website at <https://www.crcpd.ab.ca/> for more information.