

Medicine Hat Catholic Board of Education



Competition #477 Deputy Superintendent 1.00 FTE – Catholic Education Centre

Start Date: August 1, 2023, or mutually agreed upon start date

Closing Date for Applications: February 10, 2023 at noon

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: The ideal candidate should possess a combination of education and experience to support the staff and students of the Medicine Hat Catholic Board of Education.

The successful candidate must:

- Assist the Superintendent of Schools in leading and implementing division strategic priorities in accordance with the Minister, Board, Canon law, the Education Act, the Teaching Profession Act, The Government Organizational Act and underlying statutory regulations
- Provide educational, operational and administrative supervision to a portfolio of division departments
- Demonstrate exceptional leadership to ensure the improvement of educational programs and efficient use of assets
- Ensure the effective allocation and utilization of financial resources in accordance with budgets adopted by the Board
- In collaboration with the Superintendent of Schools, design and staff appropriately to ensure educational and administrative functions are carried out effectively
- Develop amiable relationships among stakeholders and nourish a climate of corporate collegiality with division personnel
- Be self-directed, innovative and highly motivated as an individual
- Foster and promote a Catholic academic and spiritual climate that prevail throughout the division

Qualifications and Skills:

- Master of Education required
- Permanent teaching authority required, leadership and superintendent leadership certification preferred (please refer to [Teacher certification in Alberta](#) and [Leadership certification in Alberta](#))
- Competent in the use of technology (Interactive Boards, Google, and Microsoft Suite)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Dr. Dwayne Zarichny, Superintendent of Schools at (403) 502-8345.

Reply with Cover Letter, Resume, and [Administration Application Form](#), along with current pastoral reference (if available) through your [Apply to Education](#) account (a fee is associated with this service). A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)

Great Schools – Fantastic Staff – Exceptional Student Programming

We thank all those that apply. Only those selected for an interview will be contacted.