



## SUPERINTENDENT OF SCHOOLS/CEO YELLOWKNIFE EDUCATION DISTRICT NO. 1

The Board of Trustees invites applications for the position of Superintendent of Schools/CEO for Yellowknife Education District No. 1. Duties will commence August 1, 2024 or as mutually agreed.

### THE DISTRICT

Yellowknife Education District is the largest school district in the Northwest Territories currently serving approximately 2,200 students who attend 6 schools - all of which are within 20 minutes of the District office. Approximately 250 staff deliver or support JK to Grade 12 programming including some innovative alternative offerings. The District also provides Superintendent services for the Ndilo and Dettah DEAs.

The seven-member Board of Trustees is committed to positive innovation and change. Its four strategic priorities are:

- ✓ to ensure all students reach their highest level of learning
- ✓ to ensure all students receive programming which responds to their diverse learning needs in a respectful and inclusive manner
- ✓ to ensure all students and staff are engaged in Indigenous Languages, perspectives, and culture-based education
- ✓ to ensure all students engage in healthy lifestyles and respectful and caring relationships

The District operating budget for 2023/24 is over \$45,000,000.

### THE CITY OF YELLOWKNIFE

Yellowknife, the "Diamond Capital of North America," is the capital city of the Northwest Territories. It is home to just under 20,000 residents. Yellowknife is a young community, with a median age of 32.3. Four airlines provide daily service; with the construction of the Mackenzie Bridge in 2012, there is a year-round highway link.

Numerous tourists visit Yellowknife, attracted by the northern lights, fishing, dog sledding, wilderness camping, recreation and cultural events, and community festivals. The City offers a standard of living comparable to anywhere in Canada!

Yellowknife is a centre of government services; its economy is fueled by diamond mining and exploration.

### THE CANDIDATE

The Board seeks an experienced student-focused, visionary leader and coach who has the ability to work within this northern cross-cultural environment. An ability to establish a respectful, positive working relationship with the Board of Trustees; an ability to work effectively with the Department of Education, Culture and Employment and other partners; and an ability to focus schools toward the achievement of District priorities is required.

Candidates will have successful experience in a variety of public school leadership positions, hold a Master of Education or related degree, and qualify for teaching certification in the Northwest Territories.

The successful candidate will reflect current managerial thought and practice, promote learning and organizational effectiveness and will ensure a safe environment for students and staff. They will share the District's commitment to reconciliation and understanding of Indigenous culture and history. A proven ability to bring out the best in others, to encourage personal involvement and to build personal connections in the community are necessary qualities of the ideal candidate.

### MORE INFORMATION

The District: [www.yk1.nt.ca](http://www.yk1.nt.ca)  
The City of Yellowknife: [www.yellowknife.ca](http://www.yellowknife.ca)  
GNWT Department: [www.ece.gov.nt.ca](http://www.ece.gov.nt.ca)

Although the competition will remain open until a suitable candidate is found, applications received by March 21, 2024 will be assured careful consideration.

### APPLICATIONS

Email by March 21, 2024 a cover letter, resume, most recent evaluation and a list of at least five education references, in one single pdf file, to:

Mr. Terry Gunderson  
Alberta School Boards Association  
E: [tgunderson@asba.ab.ca](mailto:tgunderson@asba.ab.ca)  
P: 780.995.3306

*Educating for life!*



Yellowknife Education District No. 1  
Superintendent of Schools/CEO  
Ideal Candidate Profile

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1. Education

- Master's degree in education or a related area is required
- Must qualify for teaching certification in the Northwest Territories
- Knowledgeable of current educational research, methodology, issues and trends
- Models life-long learning

2. Experience

- Successful experience in a variety of public-school leadership positions, including school-based and central office administration
- A demonstrated understanding of and support for the complexities of working with an elected Board
- Successful implementation of relevant legislation, regulations, Board policy and administrative procedures
- Knowledgeable in current classroom teaching methods.

3. Student Focus

- Devoted to meeting student needs first
- Ensures that each student is provided with a quality education while fostering and maintaining a welcoming respectful, safe, caring, and inclusive environment
- Strong commitment to student achievement and success in all curricular areas
- Committed to healthy lifestyle, citizenship, and character development of students

4. Northern and Indigenous Context

- Ability to work within a Northern, cross-cultural environment
- Commitment to reconciliation and understanding of Indigenous culture and history.

5. Management Skills

- Achieves the Board's strategic direction
- Strengths in planning, delegating, performance management, time management, assignment of responsibilities and ensuring successful completion of tasks
- Ability to mentor and coach staff for maximum effectiveness and to utilize their unique strengths, talents and develop leadership potential in others
- An ability to effectively manage and implement change

- An understanding of and commitment to best practices in education and learning
- Demonstrates effective labour management skills
- Fosters a positive safety culture for staff and students
- Effective conflict resolution skills
- Displays knowledge of the policy process and an ability to facilitate the Board's work regarding policy issues and related procedures
- Provides effective asset and facilities management
- Ability to work effectively with the Department of Education, Culture and Employment, and become knowledgeable of, and conversant with legislation, policies, programs and funding mechanisms
- Ability to establish a respectful, positive working relationship with the Board
- Maintains effective reporting structures with the Board
- Ability to develop and implement reporting with measurable indicators and metrics to enhance Board oversight of the District

#### 6. Fiscal Management

- Effectively supports the Board in the execution of its fiduciary responsibilities
- Ability to lead the budget process in collaboration with the Board
- Ability to supervise financial operations
- Uses available resources effectively and efficiently to meet strategic priorities and statutory requirements
- Ensures financial processes are prudent, accountable, and readily understood by the public

#### 7. Leadership Skills

- Ability to develop a team of professionals who are united and motivated to meet the needs of all learners
- Ability to nurture a positive and progressive organizational culture marked by innovation, success, collaboration and staff wellness.
- Through transformative leadership, work towards creating a modern corporate organization
- Ability to maximize the District's access to existing and emerging opportunities
- Supporter of inclusive education; has an ability to meet the unique challenges of students with special needs
- Politically astute and advocates effectively for the District
- Skilled strategic planner
- Inclusive, collaborative, and transparent decision-making skills, balanced with the ability to make necessary, possibly unpopular, decisions
- Ability to support positive working relationships within and between schools

- Sets high standards and holds themselves and others accountable for meeting those standards

#### 8. Communications Skills

- Proactive and effective skills resulting in community understanding and support of Board direction
- Solicits, interprets, and utilizes feedback effectively
- Provides clear direction, consistent with Board and Government mandates
- Positive ambassador for the District
- Works effectively with media and stakeholders to profile the successes of the District, and to deal with issues in a manner which builds public confidence
- Conversant with current communications tools
- Purposefully visible in schools
- Demonstrates the importance of communicating with families

#### 9. Personal Skills and Attributes

- Professional, approachable, well-developed interpersonal skills
- Upholds high ethical standards
- Supportive team-building skills and ability to bring out the best in others
- Celebrates the successes and recognizes the achievements of others, while accepting responsibility for organizational failures
- Committed to continuous improvement of self, others, and the organization
- Maintains a healthy balance between personal life and work.