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## Candidate Profile

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**Position Title:** Executive Director

**Position Type:** Full-time, Seconded or Contracted

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### Position Description

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Reporting to the CASS Board of Directors through the CASS Executive Director and CASS Principal Leadership Consultant, and working collaboratively with six other professional learning consortia, who comprise the Alberta Regional Professional Development Consortia (ARPDC), the Executive Director of 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 CRC Executive Director ensures that the design and delivery of professional learning support offered through CRC aligns with the vision, mission, and goals of ARPDC and the CRC 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 CRC Executive Director is responsible for the operations of the Consortium including oversight of staff and budgets. The CRC Executive Director creates, implements, and evaluates the Annual Professional Learning Implementation Plan and Annual Budget of CRC.

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### Major Areas of Responsibility

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

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

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## Duties and Specific Responsibilities

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### Community Relations and Advocacy

- Collaborate with educational stakeholders and leaders across the regional service area to support the implementation of the professional learning priority areas identified for the Consortium by Alberta Education.
- Consult and collaborate with education stakeholder organizations in the delivery of professional learning supports to support regional learning needs.
- Collaborate with ARPDC Executive Directors to explore common and effective approaches to professional learning provincially and regionally for each identified priority area.
- Advise the CASS Board of Directors, through the CASS Executive Director and/or Principal Leadership Consultant, on all aspects of internal and external developments that affect the organization.
- Consult with a Regional Advisory Committee comprised of stakeholders from within the service delivery area of the Consortium to advance the regional interests through the Consortium.

### Planning and Reporting

- Establish collaborative processes, with regional school authority partners and other stakeholders, to 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 relevant data.
- Create comprehensive reporting mechanisms to share ongoing Consortium data with stakeholder organizations and the CASS Board of Directors.
- Develop an Annual and Financial Results Report that contributes to the ARPDC Report that is submitted to the CASS Board of Directors and Alberta Education.

### Human Resources

- Hire staff, in consultation with the Principal Leadership Consultant, as identified 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.
- Collaborate with CASS in the creation of the final annual financial reports for approval by the CASS Board of Directors, and submission to Alberta Education.

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## Competencies Required

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- Ability to work collaboratively in a generative manner with a variety of educational local and provincial stakeholders' organizations, and the Ministry of Education
- 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
- Capacity to strategically plan and make decisions to allocate resources (human, physical, technological, and financial) to effectively meet consortia goals
- Demonstrate astuteness and responsiveness to diverse clientele and employee group
- Demonstrate visionary leadership with an ability to lead a team in a respectful and collaborative manner
- Demonstrate relational leadership and engage stakeholders to build personal and professional capacities and expertise
- Excellent oral and written communication skills
- Proven organizational skills, including handling of multiple details
- Understanding of the Alberta *Teaching Quality Standard*, *Leadership Quality Standard*, and the *Superintendent Leadership Quality Standard*
- Understanding of the Alberta Leadership certifications: Leadership Certification and Superintendent Leadership Certification
- Understanding of the *Ministerial Order on Student Learning* and revised Assurance Framework as mandated by Alberta Education

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## Personal and Professional Requirements

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- Valid teaching certification, Master of Education degree (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 K-12 education system
- Understanding of, and ability to use, the *Guide to Comprehensive Professional Development Planning (2006)* and *Guide to Essential Conditions for Successful Implementation (n.d.)* to work with education partners/stakeholders in developing professional learning plans

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### **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.

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### **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:

- cover letter,
- current curriculum vitae (CV),
- contact details for three professional references.

The successful candidate will be expected to engage in face-to-face professional delivery services within the service area of the Calgary Regional Consortium on a daily basis.

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### **Deadline for Applications**

Applications must be emailed to [admin@cass.ab.ca](mailto:admin@cass.ab.ca) by 12:00 noon, Friday, October 7, 2022. In the subject line state CRC Executive Director Application. We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.

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### **Further Information**

Visit the CRC website at <https://crcpd.ab.ca>