

ASSISTANT SUPERINTENDENT – CURRICULUM, ASSESSMENT AND LEARNING SERVICES

The Pembina Trails School Division is seeking a dynamic educational leader for the position of Assistant Superintendent of Curriculum, Assessment, and Learning Services (CALS), effective **August 5, 2025**.

Serving over 17,500 students in 36 schools across southwest Winnipeg, Pembina Trails is one of Manitoba's fastest-growing divisions, with an annual budget of \$200 million and over 2,150 staff.

Pembina Trails School Division is committed to removing barriers to ensure employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact:
ao-humanresources-email@pembinatrails.ca

Pembina Trails School Division is committed to the principles of equity, diversity and inclusion. Preference will be given to applications from members of equity-seeking groups with diverse abilities, backgrounds, cultures, and identities.

Position Title:	Assistant Superintendent – Curriculum, Assessment & Learning Services (CALS)
Department:	Curriculum, Assessment and Learning Services
Reports To:	Superintendent of Education
Union Status:	Out of Scope
Location:	Administration Office
Hours:	Regular Full-Time
Language Requirement:	English
Job Description Reviewed:	March 12, 2025

Purpose of Position

The Assistant Superintendent – Curriculum, Assessment and Learning Services will assist the Superintendent in providing leadership in developing, achieving and maintaining the best possible educational programs in the schools of the Division. The incumbent in this role will provide leadership to designated principals and directors, provide assistance to staff in the areas of curriculum development and implementation, and allocate supports that include addressing the needs of all students.

The incumbent in this role will support our collective efforts to promote anti-racism and social justice in our school communities and will strive to create an inclusive learning environment that reflects and celebrates diversity.

Key Responsibilities

Duties include, but are not limited to, the following:

- In partnership with the Superintendent of Education, the Assistant Superintendent – CALS contributes to and influences the Division's strategic plan and priorities, implements and monitors the Division's long-term and strategic plans, and operational business plans.
- The Assistant Superintendent – CALS draws from a strong background in Indigenous perspectives and education, to understand the impact and future directions of programs supporting initiatives with, by, and for Indigenous peoples as a focal point for action for truth and reconciliation.
- In collaboration with others provides strategic direction in support of commitments made to contribute to reconciliation by responding to the Truth and Reconciliation Commission's (TRC) Calls to Action.
- Prepares the annual Divisional budget in collaboration with the Senior Administrative Team (SAT) and the Board of Trustees.
- Develops and manages the approved Curriculum, Assessment and Learning Services annual budget in coordination with other critical stakeholders, including developing and maintaining work plans, schedules, project estimates, resource plans and status updates.
- Provides leadership and direction to the Curriculum, Assessment and Learning Services Department and ensures that curriculum and instructional initiatives are student focused and aligned with the Division's vision and mission.
- Oversees both the French Immersion and the Plurilingual programming.
- Oversees implementation of the provincial Framework for Learning.
- Implements policies and procedures related to Curriculum, Assessment and Learning Services, in response to identified school needs.
- Serves as a point of escalation for any issues related to their areas of responsibility.
- Serves as an ambassador for the Curriculum, Assessment and Learning Services Department with various organizations and groups; represents the Division/Department at meetings and events, delivers speeches and presentations on behalf of the Division.
- Performs other duties as may be assigned or requested by the Superintendent of Education.

Skills and Qualifications

Skill and Knowledge – Required:

- Valid Manitoba teaching certificate.
- Master's degree and varied related experiences.
- Level II Administrator's Certificate and a minimum of 5 years' experience as a school principal.
- Strong communication (oral and written) and interpersonal skills.
- Ability to work effectively with trustees, Divisional and school employees, parents, students, corporate and government partners, and community members.
- Strong analytical and problem-solving skills.
- Strong organizational and time management skills, with the ability to set priorities and identify plans of action.

- Previous experience managing employees in a unionized environment, including experience interpreting and applying collective agreement provisions.
- Knowledge of Manitoba Education policies and guidelines related to Curriculum.
- Ability to work both independently and in a team environment.

Skill and Knowledge – Desired:

- The ability to communicate in both official languages, oral and written.

Conditions of Employment

- Police Information Check
- Child Abuse Registry Check
- Completion of Commit to Kids or Respect in Schools training
- New Employee Safety Orientation
- Accessible Customer Service and Accessible Employment
- Code of Conduct

Working Conditions & Physical Demands

- Work is in an office environment.
- May be required to work beyond normal working hours, including weekends or evening work.
- Travel within the school division is required.
- Class 5 Driver's License and reliable vehicle.

Applicants are requested to submit a comprehensive resume including a Statement of Educational Philosophy and the names of three (3) references, all of whom have direct knowledge of the applicant's performance in their current or recent assignment. **Please forward applications by 4:00 p.m. March 28, 2025, to:**

Assistant Superintendent Search Committee

Pembina Trails School Division

181 Henlow Bay Winnipeg, Manitoba R3Y 1M7

Email: assistantsuperintendent.search@pembinatrails.ca