



The Board of Trustees invites applications  
for the position of  
**SUPERINTENDENT / CEO**  
for the Prairie Rose School Division  
Duties will commence September 2, 2024 - or earlier  
Competition: #020-24-25

*The Prairie Rose School Division acknowledges that it is in Treaty 1 territory and that the land on which we gather is the traditional territory of the Anishinaabe, and the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.*

#### THE DIVISION

Located in Carman, Manitoba, the Prairie Rose School Division supports a vast geographical area from St. Laurent to Miami and St. Francois Xavier to Eagle Creek Hutterian Colony, including 9 community schools and 13 Hutterian colony schools. Prairie Rose School Division has approximately 2400 students and 400 staff. The division provides English programming, French Immersion, Advanced Placement programming, Applied Commerce Education, and Adult Education.

#### THE POSITION

The Board of Trustees is seeking a Superintendent who reports to and is accountable to the Board of Trustees for managing the schools in accordance with its policies and strategic plan.

The Superintendent's role is to provide direction, assistance, advice, and support to the school community. The Superintendent is responsible for all functions directly related to the education of students including staffing, student achievement, wellness, professional development, and performance evaluations.

#### REQUIRED QUALIFICATIONS, SKILLS, AND ABILITIES:

- Holds or is eligible for certification as a teacher in Manitoba;
- A minimum of a Master's degree or near completion, preferably in Educational Administration;
- A minimum of 8 (combined) years of teaching and administrative experience preferably at various grade levels/schools;
- Exceptional communication, interpersonal and relationship building skills; with the ability to work and communicate effectively with Staff, Students, Parents, and Community Stakeholders;
- Diplomacy and the ability to achieve results through cooperation, collaboration, and innovative problem solving within a public school system;
- Integrity and the ability to exercise sound judgment in meeting division needs and priorities with available resources;
- Knowledgeable educational leader with demonstrated leadership skills and the ability to develop leadership capacity in others;
- Knowledgeable of the PSA, Education Administration Act, MEECL mandates and guidelines, and Prairie Rose School Division Policies in order to effectively create and align all PRSD Administrative Procedures;

#### PREFERENCE WILL BE GIVEN TO APPLICANTS WHO HAVE:

- Experience as a Superintendent, Assistant Superintendent or Senior Administrator;
- An understanding of governance and human resources;
- Strong organizational skills and time management;
- Strong knowledge of research and good practice with respect to diverse student populations and program adaptations;
- Knowledge of current issues in education, Manitoba curriculum, instructional pedagogy, and project-based learning;
- Fluency in both English and French;

Please send a cover letter and resume via:

**Email** – [alachance@g.prsdmb.ca](mailto:alachance@g.prsdmb.ca) (.pdf preferred format)

**Mail** – Superintendent Search - Confidential, ATTN: Ashley Lachance, Board Chair c/o Prairie Rose School Division, Box 1510, 45 Main Street South, Carman, MB R0G 0J0

Only those selected for follow-up will be contacted. Thank you to all applicants for your interest.

*Prairie Rose School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace and is committed to providing reasonable accommodation to all employees and candidates. Accommodation is available on request for candidates taking part in all aspects of the selection process.*

Posted Date: April 9, 2024

Closing Date: May 10, 2024

*Clear criminal record and abuse checks are required of all employees of the school division. Prairie Rose School Division reserves the right to verify the authenticity of all submitted references. We thank all for applying, but only applications leading to interviews will be acknowledged. Accessibility resources will be provided upon request. This document is available in alternate formats by request.*