



**The Board of Directors of  
the Edmonton Regional Learning Consortium  
invites Applications for the full-time position of  
EXECUTIVE DIRECTOR  
Edmonton Regional Learning Consortium**

As an advocate for quality professional learning and as a service provider, the Consortium offers the educational communities of Edmonton and surrounding area, including Fort McMurray, professional development/ learning programs and opportunities, school improvement for administrators, teachers, parents, trustees, school business officials, school councils and support staff. The new Executive Director will be a well-respected educator who will provide leadership relative to the Consortium's mandate and day-to-day operations. Presently, the Consortium's office is located in Edmonton. Further information regarding the Consortium, its programs, learning opportunities and jurisdictions it serves can be found online at [www.erlc.ca](http://www.erlc.ca)

The successful candidate will assume duties in August 2017 (or as soon thereafter as mutually arranged) for a minimum of one year with the possibility of extension upon a successful evaluation. The position may be filled under a secondment arrangement or a personal services contract. Travel, as well as evening and/or weekend work is necessary throughout the year.

**Qualifications:**

- Work history that includes extensive involvement in professional learning;
- Successful administrative and supervision experience at school, district or provincial level;
- Leadership in professional learning at school, district or provincial level;
- Excellent written and verbal communications skills;
- Minimum Master of Education degree; and
- Permanent Alberta teaching certificate.

**The successful candidate will be able to produce evidence of the following competencies and qualities:**

- Provide leadership by demonstrating the ability to work collaboratively in a generative manner with a variety of educational stakeholder's groups;
- Ability to work collaboratively with a variety of local and provincial educational stakeholder groups;
- Understanding of and ability to use the *Guide to Comprehensive Professional Development Planning (2006)* and *Guide to Essential Conditions for Successful Implementation* to work with educational partners/stakeholders in developing professional learning plans;
- Understanding of data collection and usage, as well as educational research to inform professional learning practices in planning and effective program delivery for

- improved student learning;
- Prepare grant applications, prepare reports, implement and monitor multiple budgets, effectively utilizing the resources of the Consortium in a manner that supports the goals of the Consortium <http://erlc.ca/about-us/>
- Knowledge of K-12 programming, policies, regulations and legislation within the context of education in Alberta;
- Understanding of current education initiatives and projects in Alberta, including *Curriculum Development* and the *Ministerial Order on Student Learning* (2013), Alberta Education's Business Plan, jurisdiction and school education plans, school council priorities;
- Knowledge of current educational research regarding promising practices in education, effective professional development practices, adult learning theory and change theory;
- Demonstrate a deep understanding of effective technology-mediated learning to support professional learning and mobilization of resources through webpages and websites
- Provide leadership in the use of digital technology to support professional learning in face-to-face, blended and online environments;
- Ability to provide leadership and build capacity in others;
- Ability to lead and supervise staff to achieve consortium goals;
- Ability to work within a fast-paced environment with many competing priorities;
- Knowledge of sound financial principles and budgeting practices;
- Assist in the preparation for, and attend, meetings of the Board of Directors of the Consortium;
- Attend meetings, support workshops and other activities to further the aims, goals and objectives of the regional consortium (e.g., CASS, Alberta Education, ATA).

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.

**Deadline for Applications:**

Applications must be received by Tuesday, **May 23, 2017**

Applications will be accepted by email at [info@erlc.ca](mailto:info@erlc.ca) with a subject line stating **Executive Director Application**

***We thank all applicants for their interest. However, only individuals selected for interviews will be contacted.***