



**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, located in Edmonton. Further information regarding the Consortium, its programs, learning opportunities and jurisdictions it serves can be found online at www.erlc.ca.

The successful candidate will assume duties in August 2018 (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 (Draft, 2010)* 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://www.erlc.ca/about-us/index.php>
- 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; and
- 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 **Monday, May 14, 2018**

Applications will be accepted by email at 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.