



**The Chinook School Division Board of Education invites applications for the position of Director/CEO.**

# Director of Education

*Due to the retirement announcement of our Director, the Board of Trustees invites applications for the position of Director/CEO for Chinook School Division. Duties will commence July 1, 2026, or as mutually agreed.*

## The Division

Chinook School Division is located on Treaty 4 territory, which includes the Nekaneet First Nation and the homeland of the Métis Nation. Chinook serves approximately 6,100 Pre-K – 12 students in 29 public schools and 33 Hutterite schools in southwestern Saskatchewan. Approximately one-third of the students are educated in Swift Current. Within the boundaries of the Division are the Cypress Hills and Saskatchewan Landing Provincial Parks, the Great Sand Hills, Scotty the T-Rex, and the Grasslands National Park. One First Nation is located within the Chinook attendance area.

Ten trustees are elected by subdivision for a four-year term. The last school board elections were held in November 2024.

Our educational community believes in and values collegiality, professional growth, authentic partnerships, and assessment for learning where improving student learning opportunities is paramount.

## The Area

Our area's economy is based primarily on manufacturing, agriculture, and petroleum.

## Division Office

The Division office is located in Swift Current which is situated along the Trans-Canada Highway, 170 kilometers west of Moose Jaw, and 218 kilometers east of Medicine Hat, Alberta. Swift Current has experienced gradual upward growth trends over the last 5 years, and currently has a census agglomeration of approximately 19,884 residents.

## The Candidate

The Board seeks an ethical, innovative, results-oriented, positive, professional with a proven track record in educational leadership at both the division and school levels. An appreciation of the unique needs and interests of rural communities and a commitment to deliver quality education through a variety of means to all the students in the jurisdiction is required.

This individual will have strong interpersonal relations, be committed to continuous improvement, high student achievement and success for all.

The successful candidate has demonstrated an ability to develop leadership capacity and ensure accountability of self and others. Major strengths include an ability to support/strengthen a Division culture marked by passion, inclusivity, service, continuous improvement, and positive working relationships.

The successful candidate must qualify for a Saskatchewan teaching certificate, and membership in the League of Educational Administrators Directors and Superintendents of Saskatchewan.

## More Information

### Chinook School Division

### City of Swift Current

## Applications

Email by February 6, 2026 a cover letter, curriculum vitae, and a list of three recent references to:

### Randy Fox, Facilitator

Chinook School Division Board of Education Director Search

E: [fox.servingeducation@gmail.com](mailto:fox.servingeducation@gmail.com) P: 306-441-5498

*References shall include at least one trustee and one direct supervisor.*

*Please include all phone contact numbers.*

For a complete Director's role description, please click [here](#).

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## Ideal Candidate Profile

### Education

- **Minimum Qualifications:** Possession of a relevant Master's degree.
- **Professional Qualifications:** Eligible for or holding teaching certification in the Province of Saskatchewan.
- **Professional Membership:** Eligible for membership in the League of Educational Administrators, Directors, and Superintendents of Saskatchewan (LEADS).

### Professional Experience

- Minimum legislated requirements include at least two (2) years of teaching experience in the K-12 sector and a minimum of two (2) years of administrative experience in the K-12 sector.
- Demonstrated significant, successful, and broad-based educational leadership experience, including service as both a system-level and school-based administrator.

### Personal Skills and Attributes

- Demonstrates strong interpersonal skills;
- Displays an exceptional work ethic;
- Operates with high degree of transparency;
- Demonstrates openness to, and actively seeks, ideas from others at all levels of the organization to inform continuous improvement.
- Demonstrates strong personal ethics and corporate integrity;
- Is humble, committed to serving the Division mission;
- Has a definite student Focus;

- Is committed to meeting student needs first;
- Is committed to enhance the success of all students and to close the achievement gap where evident;
- Ensures the delivery of quality education is provided to every student in a safe, caring and inclusive environment.

### **Rural Education**

- Demonstrates strong knowledge of, commitment to, and passion for rural issues, with the ability to address challenges innovatively to benefit students.
- Shows an understanding of the unique needs and interests of rural communities and a commitment to delivering high-quality education through diverse approaches to all students within the jurisdiction.
- Respects and works effectively with Hutterite and First Nations communities.

### **Board Relations**

- Demonstrates the ability to build and maintain effective, respectful working relationships with the Board of Trustees, and to translate the Board's expressed will into action.
- Implements Board directions with integrity and in a timely manner, ensuring full compliance with Ministry mandates.
- Demonstrates loyalty to the Board and its decisions.
- Serves as a positive, professional ambassador for both the Board and the Division.
- Provides open communication about organizational progress, risks and challenges and provides clear rationale for operational decisions.

### **Leadership Style/Skills**

- Is a self-directed, proactive leader who takes initiative to advance priorities and achieve results.
- Demonstrates a commitment to collaborative and transparent decision-making.
- Anticipates future challenges and opportunities, maintains a strategic, big-picture perspective, and responds with positive, proactive leadership.
- Demonstrates commitment to the continuous improvement of self, others, the senior management team, and the organization.
- Ensures the implementation of strong accountability processes.
- Demonstrates the capacity to develop the leadership potential of others.
- Optimizes financial operations to maximize student benefit.
- Maintains a visible and purposefully engaged presence in schools.
- Builds effective teams by listening attentively, demonstrating humility, and remaining approachable.
- Consistently displays a strong sense of professionalism.

## **Communication Skills**

- Promotes a positive, productive, and inclusive workplace culture.
- Communicates proactively and effectively with external stakeholders to foster community understanding of, and support for, Board direction and strategic planning initiatives.
- Communicates proactively and effectively with internal stakeholders to ensure staff understanding of, and alignment with, Board direction.
- Recognizes and celebrates the accomplishments of others.
- Is an effective listener who seeks first to understand.
- Demonstrates an innovative and creative leadership style.
- Is results-oriented, with a strong commitment to continuous improvement, high student achievement, reduction of achievement gaps, and success for all students.

## **Professional**

- Demonstrates the ability to work effectively with other partners – local, regional, provincial and federal - and with Saskatchewan Education. Committed to integration of services among provincial ministries.
- Has the capability and desire to meaningfully engage and work effectively with communities within the Division
- Demonstrates political awareness and effectiveness in navigating local, provincial and federal education forums;
- Effectively facilitates strategic planning processes with appropriate stakeholder input.
- Represents the Division in a positive, balanced and professional manner.
- Is committed to service over self.
- Is committed to community involvement and making community contributions.

## **Management Skills**

- Demonstrates knowledge of, understanding of, and commitment to advancing the effective use of technology to enhance organizational efficiency and learning outcomes.
- Possesses strong oral and written communication skills.
- Demonstrates strengths in planning, delegation, time management, assignment of responsibilities, and ensuring the successful completion of tasks.
- Structures the organization to maximize effectiveness and efficiency.
- Effectively facilitates the Board's work in governance and policy development.
- Optimizes financial operations to maximize student learning.
- Demonstrates fiscal responsibility and prudence.