

EXECUTIVE DIRECTOR – Council of Catholic School Superintendents of Alberta

Council of Catholic School Superintendents of Alberta is looking to hire an Executive Director. This assignment is to commence in August 2026, or at a mutually agreed upon date.

Ideal Candidate Profile

Catholicity

- Knowledgeable, practicing and active Catholic
- Committed to the promotion of publicly funded Catholic education
- Background in Theology and/or Religious Education would be an asset
- Possesses spiritual humility
- Values Catholic education as a vocation

Experience

- Senior administrative level in Catholic education
- Working in or with school districts, education partners and government departments
- Leading strategic planning processes including the development and action of goals, budget and implementation plans

Personal Attributes

- Independent worker
- Organized and successful administrator
- Effective communicator
- Problem-solver
- Visionary leader

Professional Attributes

- Establishing and maintaining positive professional working relationships with colleagues and supervisors
- Knowledge of Alberta Education and Religious Education Curriculum
- Maintaining fiscal prudence, accountability and reporting with budgets
- Social media communication awareness and acumen, including website maintenance
- Professional leadership attributes that are viewed positively by colleagues and supervisors
- Established relationships with Alberta Catholic education partners
- Politically astute

Duties

Faith Leadership

- Models involvement in a Catholic faith community and ensures members are provided opportunities for spiritual development

Catholic Education Leadership

- Provides Religious Education Curriculum and Resource Development oversight and support in all matters relating to Catholic education for the CCSSA and Alberta Catholic Curriculum and Resource Advisory Committee

Fiscal Responsibility

- Ensures the fiscal management of the council

Executive Director /Executive and Member Relations

- Establishes and maintains positive professional working relationships with the President, Executive and members

Annual Planning and Reporting

- Leads the strategic planning process including the development and action of council goals, budget and implementation plans as approved by the Executive

Organizational Management

- Demonstrates effective organization skills resulting in compliance with Executive mandate

Communications and Community Relations

- Takes appropriate actions to ensure open, transparent and positive external and internal communications are developed and maintained

Leadership Practices

- Practices leadership in a manner that is viewed positively and has the support of the President, Executive and membership

Specific Responsibilities

- Supervises and collaborates with the Director of REN and Curriculum resource development
- Other duties as determined by the CCSSA Executive

For more information regarding this position, please contact the President, Ms. Chantel Axani, at axanic@holyspirit.ab.ca.

Interested, qualified applicants are asked to apply online with a complete application package by June 12, 2026.

Application package must include the following:

- A cover letter addressed to: Chantel Axani, President;
- Resume and any other documentation which would support your application;
- Contact information for 3 references.

Please note: We wish to thank all applicants in advance for submitting résumés, however only those candidates selected for interviews will be contacted.

Vision Statement

“The Council of Catholic School Superintendents of Alberta is a community of disciples providing a valuable and valued voice that influences the development and direction of Catholic Education in Alberta”

www.ccssa.ca