



*RETSD supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. We welcome First Nations, including those who identify as Metis, Indigenous or Inuit to apply. In addition, women, persons who are differently abled, members of the 2SLGBTQ+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment with out regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodation to applicants who may experience barriers during the interview and assessment process, upon request.*

**Assistant Superintendent of Educational Services and Planning**

Bulletin No. 26A-001	September 12, 2025
<b>Administration Offices</b>	<b>Full-time, 12-month position</b>
<b>Senior Administration Team</b>	<b>Effective date: January 2, 2026, or as mutually agreed</b>

River East Transcona School Division (RETSD) is seeking a strategic and innovative leader for the position of Assistant Superintendent of Educational Services and Planning. RETSD is the second-largest school division in Manitoba, with more than 19,000 students and 3,500 staff, across 43 schools and four operational buildings. The 2025/26 budget is \$268.3 million dollars.

**Job Summary**

Reporting to the Superintendent & CEO, the role of Assistant Superintendent of Educational Services and Planning will contribute to the advancement of the divisional strategic plan through the following leadership skills, attributes, and dispositions:

- High levels of integrity, professionalism, and ethical conduct, serving as a role model within the division.
- Commitment to fostering a collaborative learning community, promoting shared decision-making, and the achievement of divisional priorities and goals.
- Strong interpersonal, communication, and facilitation skills, with the ability to build relationships and collaborate with Trustees, staff, students, parents, government agencies, and community partners.
- Dedication to continuous improvement and the advancement of systems that champion equity, excellence, and reconciliation.
- Strategic thinking and problem-solving capabilities, with the ability to make courageous decisions that prioritize student success.
- Capacity for sustained commitment, perseverance, and follow-through, with a strong work ethic.
- Adaptability and flexibility, with the ability to respond effectively to dynamic and unforeseen circumstances.
- Ability in conflict resolution, enabling mediation of complex issues and promoting a harmonious work environment.
- Resilience and composure in the face of complex challenges.
- Ability to skillfully manage numerous tasks simultaneously, while sustaining clarity of purpose and progress toward long-term goals.
- Expertise in leading organizational change and building capacity for system-wide growth and improvement.
- Informed awareness and knowledge of the latest research and forward-looking perspectives in education.
- Proficiency with technology to support effective leadership and communication.



As a member of the senior leadership team, the successful candidate will assume shared executive responsibilities central to the effective leadership of the division. These include, but are not limited to:

- Creating and advancing the annual divisional plan in alignment with the strategic plan.
- Collaborating in the development and stewardship of the annual divisional budget.
- Serving as the contact superintendent for an assigned group of schools.
- Supporting the professional growth of leaders to build system capacity.
- Leading the initiation and induction of new principals and vice principals.
- Engaging in the performance assessment of principals and all other personnel who are direct reports.
- Developing emerging leaders.
- Contributing to the selection of school and system administrative slates.

Additionally, the successful candidate will lead and oversee key areas of divisional responsibility, guiding this work with a clear focus on alignment to strategic priorities, established plans, and governing policies. Responsibilities will include, but are not limited to, continuous improvement planning (school and system), provincial department of education reporting, adult education, transportation, student information system, universal nutrition program, community initiatives and programming (e.g., Elders and Knowledge Keepers, BSSIP, CSPI, Kinder Links), divisional policy and administrative procedures, out-of-school education, capital projects (educational lead), home schooling, student records management, external research, and newcomer student reception.

**Qualifications:**

- Advanced degree in education.
- Demonstrated experience in school and/or system leadership.
- Valid teaching certificate from Manitoba, or other Canadian province or territory.
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

**Working Conditions and Physical Demands**

- Work is primarily in an office setting.
- Will be required to work beyond normal working hours, including weekends and/or evenings.

**Submit résumé, including a statement of educational philosophy and four references, by  
2:00 p.m. on Friday, September 26, 2025**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The above statements reflect the general duties considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.*

*External candidates must apply online through Job Connect.*

*Please visit our website at [www.retsd.mb.ca](http://www.retsd.mb.ca) – Careers.*

*Internal candidates must apply online through Employee Connect > Job Tab.*

*Mail or Email applications will not be accepted.*

*Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the job posting.*