



The Red River Valley School Division invites applications for the position of

ASSISTANT SUPERINTENDENT

Competition No. 2627-015

Duties will commence on a mutually agreed upon date.

The Division

Located in southeast Manitoba, The Red River Valley School Division has an enrollment of approximately 2,350 students across 13 schools. We deliver a wide range of academic, vocational and extracurricular programs, as well as a continuum of supports and services designed to meet the needs of all of our students. Our employees are committed to fulfilling our mission. “The Red River Valley School Division, with the support of families and community, strives to provide a learning environment that will allow our students the opportunity to achieve their highest potential in a global environment”.

The Position

The Assistant Superintendent plays a pivotal role in divisional leadership, partnering closely with the Superintendent & CEO to drive continuous improvement in instructional practices, student achievement, and K–12 curriculum implementation. The role provides direct administrative supervision, performance evaluation, and mentorship to school principals and divisional directors, while guiding inclusive student services—including clinical support teams, English Language Learning, and Indigenous Education initiatives.

In addition to overseeing core operational departments such as Finance, Maintenance, Transportation, Technology, and Human Resources, the Assistant Superintendent ensures compliance with workplace safety, accessibility, and FIPPA regulations. Key administrative duties include managing student registration, guardianship, truancy, and international student programming, alongside leading strategic planning, grant administration, and provincial reporting. The position also serves as a critical liaison to parent advisory councils, community partners, Manitoba Education, and regional vocational organizations (RRTVA and RRVSSO).

Reporting directly to the Superintendent/CEO, the Assistant Superintendent supports the Board of Trustees by preparing reports, delivering presentations, and aligning division practices with Board policy and strategic goals. The role serves as a liaison to the Manitoba School Boards Association (MSBA), engaging in provincial governance initiatives, professional development, policy alignment, and labor relations to ensure regulatory compliance, divisional transparency, and student success.

Required Qualifications & Skills

- Manitoba Teaching Certification.
- 8 + years of combined teaching and administrative experience, including senior administrative or system-level leadership.
- In-depth knowledge of the *Public Schools Act*, *Education Administration Act*, MEECL guidelines, and divisional policy development.
- Strong background in Manitoba curriculum, pedagogy, inclusive practices, and continuous school improvement.
- Proficiency and demonstrated expertise in school division governance, HR, and operational systems.
- Superior communication skills, diplomacy, integrity, and a collaborative approach to problem-solving.
- Exhibit anti-racist, anti-oppressive leadership, evident across decisions, relationships, and practice.
- Demonstrated commitment to Truth and Reconciliation and Indigenous Excellence.
- A master's degree in Educational Administration (completed or underway) would be considered an asset.
- Bilingualism (Fluency in English and French) would be considered an asset.

Application Procedure:

Please submit a complete application package by 12:00 p.m. on October 13, 2026, including:

1. A cover letter and a current resume outlining educational background and leadership experience.
2. A statement (500 words or less) of educational and leadership philosophy.
3. Contact information for three (3) professional references, one being your current/direct supervisor.

Please Note: Only those selected for an interview will be contacted.

Submissions:

- Email: hrdept@rrvsd.ca
- In Person / Mail:
Human Resources, Red River Valley School Division
P.O. Box 400, 233 Main Street N. Morris, MB, R0G 1K0

Red River Valley School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace and is committed to providing reasonable accommodation to all employees and candidates. RRVSD is an equal opportunity employer. Accommodation is available on request for candidates taking part in all aspects of the selection process.