



BRANDON SCHOOL DIVISION

POSITION PROFILE SUPERINTENDENT/CEO

Reports to: Board of Trustees
Organization: Brandon School Division
Date: October 2025

About Brandon School Division (BSD)

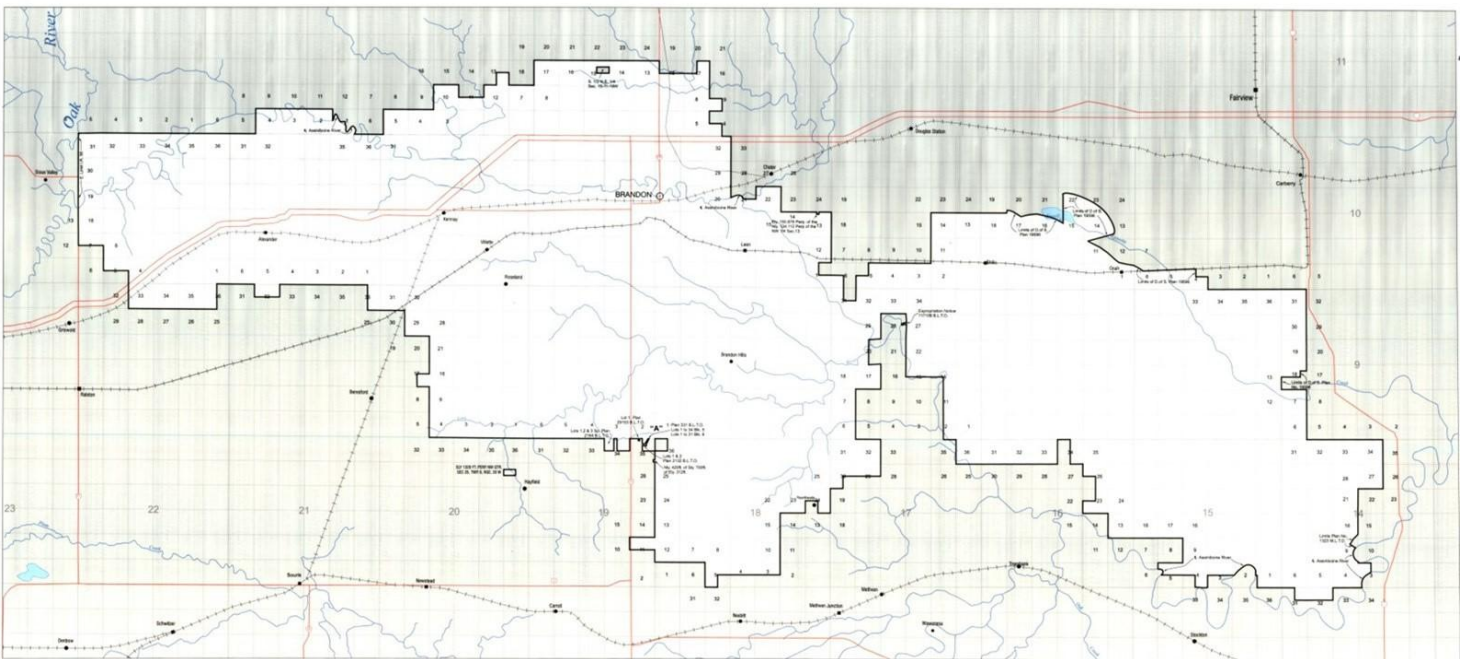
Brandon School Division (BSD) is the public education provider serving the City of Brandon, Manitoba, and surrounding municipalities, including rural communities and CFB Shilo. The Division oversees 24 schools, offering education from Kindergarten through Grade 12 to over 10,000 students. BSD employs more than 1,800 staff, including teachers, educational assistants, and support personnel, to ensure high-quality learning experiences for all students.

Vision:

To be a centre of educational excellence, built on community partnerships, effective leadership and exemplary practices.

Mission:

The Brandon School Division strives to enable each student to achieve maximum intellectual, emotional, social and physical growth.



Accepting the Challenge

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www.bsd.ca • info@bsd.ca • Linktree: @BrandonMBSD



Division Value Statements

Brandon School Division exists to provide for the learning needs of its students. We believe:

- All people are capable of learning.
- Individuals learn in different ways and at different rates.
- Learning is a developmental lifelong process.
- Language is essential to learning.
- Learning requires the active participation of the learner:
 - The environment encourages risk-taking.
 - The learner has input into decisions about the learning.
 - The learner perceives learning to be meaningful and integrates it with prior knowledge and experience.
 - The learner engages in realistic self-assessment.
- Learning is a social and individual process.
- Learning is affected by the physical environment.
- Learning is more effective when:
 - Home, school, and community collaborate in providing a positive learning environment.
 - Attention is paid to both process and product.
 - The learner's basic needs have been met.

BSD by the Numbers:

- 24 Schools
 - K-8 Schools (19)
 - French Immersion Dual Track (2)
 - French Immersion Single Track (1)
 - K-12 School (1)
 - 9-12 Schools (4)
 - French Immersion Dual Track (1)
- 10,000+ Students
 - K-8 Students (6,700+)
 - 9-12 Students (3,200+)
 - French Immersion Students (700+)
 - English as an Additional Language (EAL) Students (2,300+)
 - Self-Declared Indigenous Students (1,700+)
- 1,800+ Team Members
 - Teaching (1,000+)
 - Non-Teaching (800+)

About the Position of Superintendent/CEO

The Superintendent/Chief Executive Officer shall report directly to the Board of Trustees and is responsible for the management, under the Board's policies, of all sectors of the school system. The Superintendent/Chief Executive Officer shall:

- provide leadership in developing, achieving and maintaining educational programs and services; and
- administer and supervise (or cause to be administered and supervised) all activities related to the operation of the school system;
- execute Board decisions and be accountable to the Board for managing the schools in accordance with the Board's policies.



PERFORMANCE RESPONSIBILITIES

The Superintendent/Chief Executive Officer, while performing responsibilities required by the position, shall:

Educational Leadership

- recommend, or cause to be recommended, plans which ensure an effective and efficient coordination of educational programs, student populations, staff needs, school facilities and catchment areas;
- represent the Division before the public and maintain, through cooperative leadership, both within and without the Division, such a program of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools;
- attend as required, on behalf of the Division, meetings and conferences;
- be actively involved in the support of education through membership in professional organizations such as the Manitoba Association of School Superintendents, the Canadian Association of School Administrators, the Canadian Education Association and other like organizations, as appropriate;

Administration Leadership

- formulate Brandon School Division objectives, administrative procedures, plans and programs and present facts and explanations necessary to assist the Board in its duty of adopting policies for the Division;
- employ, within established budgetary limits and policies set by the Board, necessary staff; accept resignations from personnel; accept or deny leaves for employees; and appoint to permanent staff, transfer or promote personnel into established positions;
- assess or cause to be assessed, the performance of Division employees;
- direct the preparation of the annual budget for adoption by the Board and administration of the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies;
- ensure, directly or through delegation, the maintenance of personnel records, pupil records, business records and other records as required by law and by Board policy;
- delegate responsibilities to the management team according to performance responsibilities found in their job descriptions, and coordinate and evaluate the performance of the management team in their efforts to carry out Board policy;
- act on own discretion if action is necessary in any matter not covered by Board policy, report on such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future;

Board of Trustees Support

- attend, personally or through delegation, meetings of the Board except when the Superintendent/Chief Executive Officer's own appointment, efficiency, contract or salary are being



considered and serve as an ex-officio member of all Board committees;

- assist the Board in the development of long-range plans to facilitate the implementation of Divisional goals and objectives in accordance with Board policy;
- supervise the effective carrying out of all constitutional or statutory laws, provincial regulations, and Board policies;
- ensure communication, directly or through delegation, all actions of the Board relating to personnel matters of all employees; and receive from employees all communications to be made to the Board; and
- perform such other tasks as may from time to time be assigned by the Board.

QUALIFICATIONS AND EXPERIENCE

- Master's Degree
- Doctorate Degree Preferred
- Eligibility for teacher certification in Manitoba
- 5 years of experience as a senior-level administrator in education
- Successful classroom teaching experience in a K-12 system
- Strong communication (oral and written) and interpersonal skills
- Strong analytical and problem-solving skills

Applicants are requested to submit a letter of Application that includes a Statement of Educational Philosophy, a Curriculum Vitae and the names of three (3) references, all of whom have direct knowledge of the applicant's performance in their current or recent assignment.

Please forward applications by 4:00 p.m., December 8, 2025, to:

Superintendent Search Committee
Brandon School Division
1031 6th Street Brandon, Manitoba R7A 4K5
Email: superintendent.search@bsd.ca.

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.

Please visit our website at www.bsd.ca/careers.

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



Brandon at a Glance

Brandon is Manitoba's 2nd largest city, situated in the southwest corner of the province with a police force of over 90 officers and 2 fire stations, just a two hour drive from Winnipeg.

Brandon Municipal Airport offers daily direct Brandon/Calgary passenger air service. Shuttle service to Winnipeg is available.

We are the service center for 190,000 people for professional, medical and recreational needs yet have a maximum in city commute of 15 minutes.

Brandon offers a University, a College, an Emergency Services College and Brandon Flight Centre with a combine average of over 7,000. Large enough to offer a wide range of educational and student support services but small enough to recognize individual needs.

Brandon is a medical referral centre with well over 100 physicians and specialists, a teaching hospital, a 24 hour full service emergency department, medical clinics offering walk in service as well as home to a cancer care centre.

Brandon has a strong diversified economy, low unemployment rates, low crime rates, steady growth and a stable housing market.

The Assiniboine River winds through the heart of Brandon with 44 km of paved walking & hiking trails. Countless forests, rivers, parks and lakes are within a short drive of Brandon including four provincial parks and the spectacular Riding Mountain National Park. Brandon has three downhill ski areas within two hours and trails leading riders into a snowmobiler's paradise.

Brandon has top-notch recreation facilities including National Hockey League sized ice, curling clubs, indoor soccer arena, outdoor and multiple indoor fitness centers, racquet ball, squash, tennis, an outdoor rubber running track, skateboard park, indoor and outdoor pools, multiple spray parks and play parks. Everything from boxing to pickleball.

Arts, culture and diversity make Brandon such a great place to live. Concerts, art galleries, musical and drama performances, Brandon University School of Music, arts, dance, community & professional theatre, musical groups and cultural events.

Globe and Mail ranked Brandon 42 out of 448 Canada's Most Livable Cities and ranked 9th for raising children. Brandon offers small town charm with metropolitan culture.

Brandon Quick Facts

Brandon has seen over 10,000 people immigrate in the past 10 years and includes people from over 70 countries. Brandon is one of the most culturally diverse cities of our size in Canada, our largest immigrant populations are from these countries: India, China, El Salvador, Philippines, Nigeria, United Kingdom, Ethiopia, Ukraine, Columbia, United States of America, Germany, Republic of South Africa and Pakistan.

The Western Manitoba Centennial Auditorium, The Art Gallery of Southwestern Manitoba, various Museums, Brandon Public Library, BU School of Music, Brandon University Astronomical Observatory, Keystone Centre, Riding Mountain National Park & 4 Provincial Parks and numerous lakes & beaches, 5 golf courses and another 16 within a 1 hour drive. Dance studios, boxing, martial arts, a venue for every sport, indoor and outdoor running tracks, indoor and outdoor pools and fitness locations, gymnastics, theatre, concerts, symphony, plays, ballet, fairs, rodeos, fishing, water activities, skiing, snowmobiling, skating and much more.



Significant Recreational Events

Annual Royal Manitoba Winter Fair, Provincial Exhibition (Summer Fair) & Fall Fair. Westman Multicultural Festival, home ice to the WHL Brandon Wheat Kings, numerous concerts, plays, rodeo events, sporting events and more.

The list below is a sampling of Brandon's year-round leisure options:

- Landmark Cinemas
- T-Birds Entertainment Centre
- Keystone Centre
- Live Entertainment Venues
- Riverbank Discovery Centre
- Brandon Hills Hiking/Biking Trails
- BU Bobcats
- Brandon Wheat Kings Hockey (WHL)
- Virtual Escape Rooms
- YMCA
- Martial Arts Virtual Golf
- Youth & Cultural Centre
- Brandon Community Sportsplex
- Dance Studios
- Boxing Clubs
- Westman Centennial Auditorium
- 7 Ages Productions (amateur theatre)
- Mecca Performing Arts (amateur theatre)

There are over 100 restaurants/eateries and over 25 bars & lounges in Brandon, this is just a sampling:

- The Dock on Princess,
- Lady of the Lake,
- Joey's Seafood,
- Brown's Social House,
- Boston Pizza & BP Lounge,
- Ollie's Schnitzel House,
- Montana's Cookhouse,
- Swiss Chalet,
- Applebee's Grill & Bar,
- Roll 'N' Pin Sushi & Korean Dining,
- The Keg Steakhouse & Bar,
- Wok Box,
- Tama (Ethiopian food),
- Kim's Asian Restaurant,
- The Chilli Chutney (Indian),
- Sabor Latino (Spanish Infused),
- Santa Lucia (Greek & Italian),
- Chez Angela Bake Shop & Café,
- Ukrainian Cuisine,
- Shawarma Queen Donair Kebab,
- Pupuseria Bendicion de Dios (El Salvadorian),
- Blue Hills and many more....

Brandon's Largest Employers include the following:

Manufacturing: Maple Leaf Consumer Foods, Behlen Industries, Koch Industries, Saputo Dairy Products, Pfizer, Leech Printing, Modern Industrial Structures Brandon, Atom Jet, Chemtrade Chemicals, Greenstone Building Products, and more!

Public Sector: Prairie Mountain Health, Canadian Forces Base Shilo, Brandon School Division, City of Brandon, Assiniboine College, Brandon University, Manitoba Hydro, Government of Canada, Child and Family Services Western Manitoba, Government of Manitoba, and more!

Non-Manufacturing Companies: Paul's Hauling, Mazer Group, Westman Communications Group, Westoba Credit Union, BellMTS, Shared Health, Cando Rail Service, Genesis Hospitality, Murray Chev Cadillac Buick GMC, and more!

