



WINNIPEG
Mennonite
Elementary & Middle Schools

WMEMS Employment Opportunity

April 20, 2022

Winnipeg Mennonite Elementary & Middle Schools (WMEMS) is a Christ-centered organization that seeks to provide a strong academic foundation and a vibrant community for students and families. WMEMS staff are caring and capable, and work to support the WMEMS Statement of Faith.

Position: Superintendent / Chief Executive Officer

Job #: WM2022-07

Job description: The Superintendent / Chief Executive Officer (CEO) of Winnipeg Mennonite Elementary & Middle Schools will be responsible for the overall direction and leadership of the school and its staff. The CEO reports to the WMEMS Board of Directors.

Responsibilities:

Organizational Responsibilities:

- To provide overall direction and leadership to WMEMS.
- To lead the WMEMS staff and school community in areas of faith from a Mennonite-Anabaptist perspective.
- To assist the board and other stakeholders in the continual renewal of WMEMS' vision and long-range strategic plan.
- To implement specific goals and objectives in fulfillment of the vision and long-range strategic plan.

Educational Leadership:

- Maintain high quality of educational standards.
- Address areas of educational weakness.
- Ensure curriculum meets Dept. of Education requirements.
- Alignment of educational goals amongst the WMEMS campuses.
- Ensure that professional development goals are met.

- Review and act upon stakeholder concerns.

Fiduciary Responsibility:

- Oversight of WMEMS's finances and leadership of the finance function:
 - Recommend annual budget for board approval.
 - Manage WMEMS's resources within budget guidelines.
 - Ensure proper accounting and analysis of WMEMS finances.
 - Ensure that all physical assets are cared for.
- Ensure that all legal requirements are met.

Enrolment, Promotions & Fundraising Leadership:

- Provide focus and support to WMEMS student recruitment efforts.
- Develop and implement plans to maximize the number of students attending WMES.
- Develop and maintain strong connections with all stakeholders.
- Maintain strong publicity program for WMES.
- Oversee fundraising planning and implementation.
- Identify and develop new funding sources.
- Identify and inform Board of long-range strategic development opportunities.

Administration and Support:

- Primary contact with the Dept. of Education.
- Provide administrative support for the board and its committees.
- Act as the interface between the board and WMES staff.
- Present a strong positive image to WMES's stakeholders.

Human Resource Management:

- Ensure effective management of WMES's human resources.
- Provide high-quality coaching and motivation to staff.
- Direct supervision of:
 - WMEMS Katherine Friesen Principal
 - WMEMS Bedson Principal
 - Business Manager
 - Director of Community Relations
 - Head of Student Services
 - IT Manager

Requirements:

- Active Member in good standing of a Mennonite Church (preferred)
- Will be able to support and lead the faith-based vision, mission and mandate of WMEMS from a Mennonite-Anabaptist perspective.
- Will have (or will be able to develop) a strong personal network in the Mennonite community.
- Will have (or will qualify for) a Manitoba teaching certificate.
- Will have or be in the process of working towards a Masters/graduate degree in education
- Passion for visioning and experience in long-range strategic planning; ability to convert plans into results.
- Strong business skills and an entrepreneurial mindset.
- Demonstrated leadership ability within education, preferably in a K-8 environment.
- Proven experience in coaching, motivating and empowering others.
- Effective communicator.
- Self-motivated.

Posting closes: TBD**Term:** until June 3, 2023***Start date:** August 1, 2022 (or date of mutual agreement)**Job type:** Full-time**term may be extended to permanent based on mutual agreement and status of incumbent***To apply:** Submit your resume and cover letter to:

Chair Search Committee

Email: ceo.search@wmems.ca

Phone: 204-885-1032

Visit us online at wmems.ca

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