



EDMONTON CATHOLIC TEACHERS

Local 54 of the Alberta Teachers' Association

Edmonton Catholic Teachers Local 54 of the Alberta Teachers' Association is accepting applications for the position of Local Executive Staff Officer - full-time

Under the leadership and direction of the Edmonton Catholic Teachers' Local (ECTL) President and the elected executive members, and within the framework of the Alberta Teachers' Association (ATA), the Local Executive Staff Officer will support teachers employed by the Edmonton Catholic School Division (ECSD).

Primary Responsibilities

The successful candidate will be responsible for:

- Advocating for teachers with professionalism, fairness, and sound judgment
- Supporting teachers through difficult conversations and complex employment related situations with empathy, discretion, and professionalism
- Overseeing the programs, initiatives, and activities of the ECTL
- Interpreting all clauses of the collective agreement
- Advising teachers on professional and workplace concerns
- Advising and supporting all ECTL committees; fostering collaboration and shared leadership
- Collaborating effectively with the ECSD, the ATA, and other partners to support teachers and advance the ECTL's objectives
- Representing the ECTL at ECSD and ATA events, as well as broader community events
- Attending all meetings of the Table Officers, Local Executive, Council of School Representatives (CSR), Annual Representative Assembly (ARA), Teacher Welfare Committee (TWC) and other committees, as required
- Managing the ECTL office staff
- Overseeing the ECTL finances
- Assisting with Local bargaining
- Helping to create a focus and direction for the ECTL through strategic planning
- Other duties as directed by the ECTL President and executive members



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The successful candidate must be able to demonstrate:

- A firm commitment to furthering the objectives of the ATA and to promote and serve the professional interests of teachers
- A commitment to publicly funded Catholic education
- Exceptional skills in leadership
- Strong interpersonal and communication skills
- Exemplary organizational and time management skills
- Strong conflict navigation and resolution skills
- Resilience and composure under pressure
- Ability to generate practical, forward-thinking ideas
- Discretion and professional judgement
- Well-developed emotional intelligence, with a demonstrated ability to read situations accurately
- Navigate sensitive conversations while balancing empathy with objectivity in decision-making
- The ability to work under pressure, respect confidentiality, and demonstrate professionalism, compassion and discretion at all times

Qualifications

- A valid Alberta teaching certificate (or eligibility of same)
- A valid Alberta driver's license
- Teaching experience with a Catholic school division
- Involvement in a Local and/or the ATA will be considered an asset

Position Opportunity Profile

A Position Opportunity Profile has been developed to provide you with more details and is available upon request. (See below.)



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Application Profile

1. An Executive Summary that gives a clear sense of who you are beyond your resume—your leadership style and how you navigate nuance and people.
2. Curriculum vitae.
3. Three referees.

You may obtain the Position Opportunity Profile and/or apply for this role, in confidence, by contacting consultant, Cindy Nicholls Smith, CPC, MHCS, CCP, at cindy@avidexec.com

Closing Date: May 8, 2026

Compensation and Timing

Total compensation includes a comprehensive salary and benefits package tied to the Edmonton Catholic Teachers' Local Collective Agreement, along with participation in the Alberta Teachers' Pension Plan (ATRF).

Anticipated start date: August 31, 2026. The position will remain open until a suitable candidate is found.

Edmonton Catholic Teachers' Local 54 of the Alberta Teachers' Association is committed to fostering a respectful, inclusive, and equitable environment that reflects the diversity of the communities it serves. We welcome and encourage applications from all qualified individuals, including those from underrepresented groups.

All applications will be handled with the utmost confidentiality and in accordance with applicable privacy legislation.