

Job Description

Job Title: Superintendent of Education

Department: Office of Education

Supervisor: President of BC SDA Conference

Location: Abbotsford, BC

Wage Range (annual): \$80,617.68 – \$94,517.28

Category: Full-time, exempt

Application deadline: January 15, 2026

Start Date: August 1, 2026 or earlier

ORGANIZATION OVERVIEW: Seventh-day Adventist Church British Columbia Conference serves as the administrative headquarters for the SDA Church throughout British Columbia and the Yukon. With a mission to *Learn, Love, and Live*, the Conference supports a network of churches, schools, ministries, campgrounds, and community programs while providing leadership in areas including education, youth ministry, family life, health, communication, church ministries, and planned giving. Through its diverse departments and ministries, the Conference is committed to evangelism, fostering spiritual growth, community outreach, and meaningful service across the region.

POSITION SUMMARY: The Superintendent of Education provides spiritual and administrative leadership for the Conference K-12 education system, ensuring alignment with North American Division (NAD), Seventh-day Adventist Church in Canada (SDACC), and provincial educational policies while promoting excellence in Adventist Christian education throughout British Columbia.

KEY RESPONSIBILITIES:

- Model Christian leadership, support the mission of SDA education ministry, foster the vision of Adventist education, and nurture Conference education personnel spiritually
- Supervise and administer the Conference K-12 education system in accordance with NAD, SDACC, and provincial policies
- Develop long-range strategic plans for educational growth (budgeting, facilities, technology, curriculum), including development of the annual Conference education budget
- Serve as liaison between Conference administration, schools, church constituencies, and provincial education agencies
- Conduct school accreditation visits and provide training and support for school leaders
- Implement curriculum policies of SDACC K-12 Board of Education, NAD, and BC Ministry of Education
- Initiate and evaluate innovative, research-based educational programs
- Provide classroom supervision, teacher evaluations, and professional development opportunities
- Direct in-service programs including workshops, conventions, and summer school

- Coordinate recruitment, placement, development, and retention of quality SDA educators and assist with personnel matters in consultation with school boards
- Manage teacher certification requirements and distribute annual employment contracts
- Monitor Office of Education budget and counsel school boards on financial matters
- Ensure all schools are regularly audited
- Promote Adventist education throughout the Conference and collaborate with schools to create marketing and development plans
- Maintain working knowledge of NAD, SDACC, and provincial education code and regulations
- Ensure compliance with relevant legal requirements, health, safety, and child abuse reporting requirements
- Maintain effective relationships with provincial Offices of Education

COMMITTEE MEMBERSHIPS

- K-12 Board of Education (Executive Secretary)
- BC Conference Board of Directors (Permanent Invitee)

JOB QUALIFICATIONS:

- Active member of the Seventh-day Adventist Church in good and regular standing
- Master's degree in Education or Educational Leadership
- BC teacher certification and NAD certification (or ability to obtain both)
- Successful teaching and educational administration experience, preferably in SDA settings
- Encounter training (or willingness to complete upon hire)
- Ability to legally work in Canada
- Ability to travel throughout BC, Canada, and the United States
- Knowledge of diverse learners and Individual Education Plan (IEP) development
- Demonstrated leadership in curriculum development and instructional improvement
- Experience with budget development and financial management
- Excellent communication, interpersonal, and conflict resolution skills

POSITION CONSIDERATIONS:

Job description continuous review: This job description outlines the general nature and level of work for this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. It will be reviewed on a regular basis and the adjustments may be made at the organization's discretion to meet operational needs of the Adventist Education in BC Conference.

Performance review: An initial performance review will typically be conducted after the first three months in the position, followed by regular performance reviews required for all employees thereafter.

Employment benefits: BC Conference strives to provide employees and their families with a comprehensive benefits package comprising of the medical, dental, disability, and retirement benefits, as well as the entitlement to paid time off and flexible leave policies.

Terms and conditions of employment: The terms and conditions shall be outlined in the Employment Agreement/Contract in conjunction with the BC Conference Employee Handbook (as amended from time

to time), the contents of which form part of the employee's obligations. Employment Agreement and the BC Conference Employee Handbook are aligned with the applicable local employment standards legislation, and regulations, as well as the practices and policies defined by the SDACC.

Physical requirements and working conditions: The position requires strong visual and communication skills, both oral and written, along with the ability to travel locally and long distances for school visits, various meetings, and professional development. The role involves working flexible hours (maximum 38 hours per week), including occasional evenings and weekends for board meetings, school events, and conventions. Work is performed in a standard office environment with regular use of computer and communication technology, and basic physical activity such as standing, walking, bending, and carrying light items.

Vulnerable sector background check: Consistent with our policies, the successful candidate must provide a police background check, including vulnerable sector screening.

APPLICATION PROCESS: Interested candidates should submit resume, cover letter, and references to the HR Department of the BC Conference (sstamenkovic@bcadventist.ca).