

POSITION TITLE:

SUPERINTENDENT OF HUMAN RESOURCES

Reports to: Director

Function/Purpose:

To facilitate the provision of effective, efficient and timely payroll, personnel and employee benefit services, for the Northwest School Division, and ensure that those services are consistent with the policies, standards, legal requirements, philosophy and mission of the Division.

The Superintendent of Human Resources will provide input into policy development and strategic planning on matters related to Human Resources.

Required Education, Qualifications and Experience:

- Hold a Professional “A” Certificate.
- Hold a Master’s Degree from a recognized university in a field that relates to the major duties of a Superintendent.
- Have a minimum of two years teaching experience in Canada, acceptable to the Division.
- Be eligible for membership with L.E.A.D.S.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities

Without restricting the generality of the above “Functional/Purpose”, the Superintendent shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- Lead recruitment and retention initiatives.
- Provide oversight of recruitment and selection practices including placement of advertisements for all required positions.
- Provide oversight of employee contract preparation and maintenance of current documents.
- Prepare and maintain job descriptions for all Division employment positions below the position of Director.
- Manage Personnel Files.
- Maintain relevant records.
- Prepare a variety of reports for the Director and the Board as required.
- Provide leadership for the senior management team that will negotiate with union and non-union employee groups or individuals.
- Prepare confidential correspondence regarding matters related to Human Resources and/or Labour Relations, which includes but is not limited to grievances, disciplinary hearings, negotiations and labour/management meetings.
- Interpret and advise regarding policies, agreements and practices relating to personnel matters.

- Promote integrity, ethical behavior and professionalism at all levels of the organization.
- Promote health and wellness among the employees of the Division.
- Provide general supervision for schools as assigned.
- Provide supervision and evaluation of teachers as assigned.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as may be assigned from time to time by the Director.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007