

ROLE OF DIRECTOR OF HUMAN RESOURCES

Background

Guided by the Division's mission statement, vision, principles/beliefs, and our motto, the Director of Human Resources will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Director of Human Resources is directly responsible and accountable to the Secretary-Treasurer.

The Director of Human Resources will have specific responsibilities for:

1. 1. Human Resources Leadership
 - 1.1 Provides for training of administrators and the development of leadership capacity within the Division as approved by the Superintendent.
 - 1.2 Provides an effective School Administrator Induction Program in conjunction with the Superintendent.
 - 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
2. Human Resources Management
 - 2.1 Hires all personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget.
 - 2.2 Establishes the framework for teacher supervision and evaluation.
 - 2.3 Supervises all employment contracts in the best interests of the Division, including leaves, transfers, transitions to retirement and modified back-to-work programs.
 - 2.4 Supervises the employee classification system for certified staff (job descriptions, grid placements, benefit coverage)
 - 2.5 Supervises the Employee Benefits Program for certified staff.
 - 2.6 Supervises all certified personnel files.
 - 2.7 Manages the selection, supervision, advancement, transfer and evaluation of non-instructional school support staff.
 - 2.8 In collaboration with the Superintendent provides support to the Board's negotiating committees.
 - 2.9 Facilitates centralized professional and support staffing at all schools

3. Fiscal Responsibility

- 3.1 Makes recommendations to the Superintendent regarding staff allocation to include in the Division budget.
- 3.2 Develops a departmental budget within the parameters and constraints of the Division budget.
- 3.3 Ensures the proper fiscal management of budget allocations.
- 3.4 Operates in a fiscally prudent and responsible manner.

4. Policy/Administrative Procedures

- 4.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
- 4.2 Ensures application of Board policies and administrative procedures as required in the performance of duties and interprets policy and procedures of the Division's human resources operations to divisional staff.

5. Organizational Management

- 5.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 5.2 Assists with administration of Hutterite Colony Schools.

6. Communications and Community Relations

- 6.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- 6.2 Ensures staff have a high level of satisfaction with the services provided and the responsiveness of the department.

7. Superintendent Relations

- 7.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 7.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 7.3 Provides the information the Superintendent requires to perform his role in an exemplary fashion.

8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works in carrying out the Superintendent's expectations.
- 8.2 Exhibits a high level of personal, professional and organizational integrity.

Adopted/Reviewed: JUN 2016/JULY 2017/JUN 2018/JUN 2019/NOV 2019/JUL 2022

Reference: Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Teaching Profession Act