

# ROLE OF THE DIRECTOR OF HUMAN RESOURCES

## Background

Guided by the District's vision, mission, motto, values and belief statements, and guiding principles, 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 School Act and Board policy.

## Procedures

The Director of Human Resources is directly responsible and accountable to the Superintendent.

The Director of Human Resources, will have specific responsibilities for:

### 1. Human Resources Leadership

- 1.1 Provides coaching and training for administrators and supervisors about people issues and the development of leadership capacity within the District as approved by the Superintendent.
- 1.2 Provides effective Employee on-boarding and orientation Programs.
- 1.3 Provides recommendations to the Superintendent regarding strategic workforce planning.
- 1.4 Assists District personnel with human resources processes (e.g. staffing, performance management, grievance resolution, conflict resolution and mediation).
- 1.5 In collaboration with the Secretary-Treasurer and Superintendent, provides support to the Board's negotiating committees.
- 1.6 Works in collaboration with union executives to support employee engagement.

### 2. Human Resources Management

- 2.1 Supervises, evaluates and reviews the performance of "direct reports".
- 2.2 Advise hiring managers on the selection process and participates in the selection panel for supervisory positions as requested.
- 2.3 Recruits and hires all personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget.
- 2.4 Establishes the frameworks for supervision and evaluation of all personnel.
- 2.5 Supervises the evaluation of school staff by, and in consultation with, principals.
- 2.6 Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.

- 2.7 Administers all employment contracts in the best interests of the District, including leaves, transfers, transitions to retirement.
- 2.8 Administers the employee classification system (job descriptions, grid placements).
- 2.9 Administers the Employee and Family Assistance Program.
- 2.10 Administers all personnel files.
- 2.11 Within areas of responsibility, provides for legal opinions as required.
- 2.12 Provides supervisory expertise to principals and District personnel.
- 2.13 Provides support, as requested, to the Assistant Superintendent in matters related to staff professional development.

### 3. Staff Wellness

- 3.1 Provides support to ensure that employees are provided with a welcoming, caring, respectful and safe learning, and working environment that respects diversity and fosters a sense of belonging.

### 4. Fiscal Responsibility

- 4.1 Makes recommendations to the Superintendent regarding staff allocations to include in the District budget.
- 4.2 Develops a department budget within the parameters and constraints of the District budget.
- 4.3 Ensures the proper fiscal management of department budget allocations.
- 4.4 Operates in a fiscally prudent and responsible manner.

### 5. Policy/Administrative Procedures

- 5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- 5.3 Ensures the application of Board policy and District administrative procedures as required in the performance of duties.

### 6. Organizational Management

- 6.1 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.
- 6.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

### 7. Communications and Community Relations

- 7.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.

- 7.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- 7.3 Investigates, and facilitates resolution of, concerns and conflicts.

#### 8. Superintendent Relations

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

#### 9. Leadership Practices

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

Reference: Sections 22, 65, 85 School Act

Adopted: June 25, 2019

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