

January 14, 2022

NOTICE OF M.A.S.S. VACANCY

Position: Manager, Governance and Board Services
Salary: \$94,431. - \$112,611 – Band 9
Location: Directors Office - JWS
2050 Guelph Line, Burlington, Ontario
Work Schedule: 35 hours/week, 12 months/year
Start Date: February 21, 2022 (Approximately)

Position Summary:

Reporting to the Director of Education, the Manager, Governance and Board Services serves as the Board's governance coordinator and procedural resource for meetings; provides support for all senior administration and Board functions; and supervises the Office Supervisor for the Director's Office. The Manager supports the work of Trustees, and acts as a liaison between the Board and staff, and facilitates communication between the Board and community as required. The Manager also works with senior staff on the preparation of reports and recommendations to the Board. Working closely with the Director of Education, this position also provides operational advice on a variety of policy, legislative and governance-related matters.

The HDSB recently introduced a [*Work from Home Administrative Procedure*](#). In accordance with this Administrative Procedure and with the approval of the immediate supervisor, employees who work at HDSB administrative sites may work from home for up to 50% of their regularly scheduled hours. The HDSB offers funding for professional development in accordance with the Terms and Conditions of Employment for management and administration support staff.

Key Responsibilities:

Board Governance:

- Advises the Director of Education, the Board Chair, the Board of Trustees, senior staff, and committee chairs with regard to meeting protocol and governance procedures;
- Act on behalf of the Director of Education to ensure all aspects of the Secretary of the Board function as mandated by provincial legislation are carried out;
- Provides the Director of Education, the Board Chair, the Board of Trustees and senior staff with operational advice on policy, legislative and governance-related matters, to support compliance with legislation and Board's by-laws;
- Provides administrative and procedural oversight and coordination at Board, Administrative Council, Board Committee, and other meetings as directed by the Director.
- Serves as internal expert on parliamentary procedures, rules of order, and good governance principles and the smooth running of meetings;
- Produces complete and accurate records, in accordance with legislation and procedures, of all Board meetings (in-camera and public) including the recording of complex motions and actions;
- Maintains a corporate minute file in accordance with regulatory obligations and official versions of all Board approved policies and administrative procedures.

Trustee Services:

- Provides daily and ongoing guidance and information to trustees in support of their legal and governance responsibilities.
- Drafts correspondence, on behalf of the Board as required.
- Provides archival continuity of all Board related matters for the Board and its committees.
- Manages and coordinates the Board's administrative responsibilities in respect of trustee vacancies, municipal elections, trustee distribution and determination processes, and student trustee elections;
- Coordinates and impartially disseminates information and necessary documentation to all candidates during municipal elections.
- Coordinates and provides support in compliance with Board standards, in respect of administrative matters between trustees and the Ontario Public School Boards' Association.

Board Governance & Administrative Procedures:

- Coordinates the development and review of Board reports, policies, governance procedures and administrative procedures that reinforce the goals outlined in the Trustees' Multi-Year Strategic Plan, including the provision of operational guidance;
- Prepares, monitors and facilitates the review of policies, governance procedures and administrative procedures and Board by-laws; ensures they meet system needs; communication standards and legislative obligations;
- Assists with interpreting policy, governance procedures and administrative procedures to ensure Board adherence with corporate intent and legislated requirements.

Multi-Year Plan Implementation and Communication

- Supports the Director of Education in the implementation of the Multi-Year Strategic Planning process for the Board of Trustees, as well as the development of annual Operational Plans and in the communication of annual results.

Additional Responsibilities:

- Manages the Education Centre Meeting Room Booking System;
- Coordinates the planning and organizing of the annual Board Retirement Dinner;
- Provides assistance to the Director of Education and undertakes special projects as assigned;
- Additional responsibilities as assigned.

Minimum requirements include:

- A four year university degree in the field of political science, public administration, business administration or a related discipline;
- Minimum five years experience in public administration, policy development, governance coordination, and/or municipal government, or related experience;
- Exceptional writing, organization and communication skills;
- Political acumen and the ability to deal effectively and sensitively with a variety of individuals and groups both within and outside the Board;
- Excellent oral and written communication, public speaking, presentation, interpersonal, time management, project management, minute taking and computer skills;
- Ability to work evenings to attend Board meetings.

Preference will be given to applicants with:

- At least 5 years of related experience obtained in the educational field;
- Knowledge of the Education Act, Board Policies, Regulations, and By-laws.
- Knowledge of Robert's Rules of Order;
- Completion of the Chartered Directors Program or similar certification;
- Familiarity with educational issues, initiatives and public education operations and structures.

Applications, along with your resume and other supporting documents must be submitted through Apply to Education – www.applytoeducation.com by **4:00pm on Thursday January 27, 2022**

Job Category: Management & Professionals - Job Code #3172247

We thank all applicants for their interest in opportunities with the Halton District School Board. Contact will be made with applicants whose experience and qualifications most closely match the requirements of the position. Communication with short-listed applicants will be made through the email address provided on the applicants' Apply To Education profile page.

First consideration for posted vacancies will be given to qualified applicants from the employee group in which the vacancy occurs.

Equity:

The Halton District School Board recognizes that, consistent with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms, employment practices and procedures at all levels should reflect, demonstrate understanding of and respond to a diverse population. The Board is committed to providing a workplace environment that is fair and equitable to all.

In our efforts to ensure an inclusive, diverse and representative workforce, we will:

- value, promote and encourage the hiring of staff from under-represented communities;
- grant first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities. Where a collective agreement or terms and conditions govern the hiring or promotional process, this will be done in a manner that is consistent with the School Board's obligations.

Applicant Self Identification Questions:

As part of the recruitment and selection function, the HDSB will collect voluntary self identification data from applicants in accordance with the Ontario Human Rights Code, HDSB's Teacher Hiring Practices Administrative Procedure, HDSB's Employment Equity Policy and Ontario's Anti Racism Data Standards:

Personal information on this form is collected under the authority of the Anti-Racism Act, 2017, S.O. 2017, c. 15, in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. In accordance with HDSB's Employment Equity Policy, personal information collected on this form will aim to achieve an inclusive, diverse and representative workforce. It works to intentionally identify and remove barriers for equity-deserving communities at each stage of the hiring process. Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community.

Although hiring policies must adhere to the qualification requirements set out in applicable Regulations (eg. Regulation 298, "Operation of Schools – General") and any applicable collective agreement provisions, the Board recognizes the importance of the following when developing its selection and evaluation criteria:

- valuing applicants' additional experience, lived experience, skills, backgrounds and perspectives; and
- granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities.

We encourage you to respond to our voluntary applicant self-identification questions. This data will inform our understanding of the diversity of our applicant pool as well as the progress of applicants throughout the hiring process. This data will inform our goals, strategies and actions and our progress towards creating and sustaining an inclusive and equitable workforce. Any information that you provide in response to these questions will be referred to during the hiring process for this position, and will be shared with the hiring manager and/or committee members responsible for the hiring process.

The section includes questions from Ontario's Anti-Racism Data Standards (Standards, 2017). The Standards were established to help identify and monitor systemic racism and racial disparities within the public sector. The Standards establish consistent, effective practices for producing reliable information to support evidence-based decision-making and public accountability to help eliminate systemic racism and promote racial equity (adapted from Ontario's Anti-Racism Data Standards, 2017).

Questions about this collection may be directed to Marsha Sulewski, Supervisor of Staffing and Recruiting at sulewskim@hdsb.ca.

Accommodation:

Upon request, we will provide reasonable accommodations for candidates who have temporary or permanent disability, or who otherwise require accommodations based on the protected grounds highlighted in the Ontario Human Rights Code in respect to the recruitment and selection process.

Wellness:

The HDSB is committed to providing a respectful and healthy work environment.