

Superintendent of Human Resources

JobID: 2635

The Good Spirit School Division strives to provide safe, caring, and welcoming schools for children. Our primary objective is to foster a respectful learning environment to achieve student success and well-being in each of our 27 public schools throughout East-Central Saskatchewan. Our values of belonging, respect, responsibility, learning, nurturing and perseverance ensure "Students Come First". ***"Learning Without Limits . . . Achievement For All"***

The Good Spirit School Division invites applications for a Superintendent of Human Resources. This permanent full-time position is an integral part of the Administrative Council and senior leadership team. The successful candidate will be a strategic thinker responsible for leading the HR team in delivering a full range of human resources services on behalf of the Division. Leadership will be provided in the areas of HR policies, procedures and legislated requirements, collective bargaining negotiations, HR information systems, organizational development and job design, workforce analytics, recruitment and retention, compensation, performance management, labour and employment relations, leaves of absence, workforce accommodation and managing attendance. This position will lead the development of strategies to build strong employee relationships to promote a healthy, productive work environment while aligning with the Division's strategic plan. This position's responsibility supports approximately 960 instructional and non-instructional staff in a school division comprised of 27 schools and 6,200 students.

The position will be removed from GSSD's website at 11:00 p.m. on January 11, 2019. The successful candidate will commence at a date mutually agreeable with the Deputy Director of Education Services.

Location:

The Good Spirit School Division office is located in Yorkton, SK, a community of 20,000. The division serves the growing region of East Central Saskatchewan which is known for the many individual and family-friendly recreational opportunities.

Date Available:

February 1, 2019

Primary Responsibilities

Without restricting the generality of the overview above, the Superintendent of Human Resources shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Develop and implement a comprehensive human resource strategy incorporating best practices that are aligned with the Division's strategic plan.
- Promote a productive organizational culture that contributes to strong employee engagement, values diversity, trust and respect for individuals and their contributions.
- Develop and implement effective and efficient recruiting strategies and onboarding as well as overseeing the Employee Code of Conduct.
- Primary lead for teacher recruitment and retention; coordinating with Superintendents and Administrators with respect to staffing allocations and transfers.
- Develop and maintain performance management processes and guidelines to support administrators and management staff to ensure all employees are given the direction and support required to excel within their jobs.
- Provide guidance and support to the Division in the application of corrective or disciplinary action.
- Supports Superintendents of Education in supervision of teachers.
- Build and maintain strong relationships with associations such as the GSTA, STF and CUPE to assist in the planning and management of employee relations services.
- Lead in all investigations or reviews pertaining to administrative procedures or legislative contractual requirements.

- Oversee the development and maintenance of human resources policies (ie, employee handbook), administrative procedures and processes resulting in improvements and organizational efficiencies and effectiveness.
- Understands human resources best practices and how to adapt these processes to the unique needs of the education environment.
- Acts as the LAFOIP Privacy Officer and ensures the maintenance, transparency and access of records in accordance with the Local Authority Freedom on Information and Protection of Privacy legislation including all information (ie, personnel files excluding payroll, medical files, investigations files, etc.).
- Assists in the preparation of collective bargaining strategies and negotiations with a variety of employee groups (Good Spirit Teachers Association, CUPE Local 4784, CUPE Local 5123, Deer Park Association) including Out of Scope employees consistent with the goals of the Division.
- Manages the grievance procedure to ensure resolution of employee relations concerns and issues. Represents the organization in show cause hearings, board of references of professional staff and grievances and arbitration meetings for support staff as required.
- Perform other duties as may be required or assigned by the Deputy Director of Education Services.

Qualifications

- Bachelor of Education along with a human resource discipline or a related discipline (ie, business administration, industrial relations or commerce) at the Master's level.
- Chartered Professional in Human Resources (CPHR) designation is a definite asset.
- 5 - 7 years' senior level human resources experience preferably in a Pre-K – 12 educational environment or equivalent human resources experience in a corporation.
- Experience working in a unionized environment is preferable.
- Be eligible for membership in LEADS.

Knowledge, Skills and Abilities

- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to deal with people sensitively and professionally at all times.
- Excellent knowledge of all human resources competencies.
- An understanding of current trends, developments in Pre-K to Grade 12 education would be a definite asset.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division's Strategic Plan.
- Ability to design and deliver training and professional development
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Senior administrative experience.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.
- On-going commitment to personal professional growth and development.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.
- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.



- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- Out of Scope based on a 12 month calendar
- Some travel may be required

Compensation

The Division offers a competitive compensation package including a 5-Step Salary Grid (\$140,366 - \$160,620). The starting salary will be based on the successful candidate having the necessary qualifications and certifications as indicated in the job description.

Individuals who wish to be part of a dynamic school division focused on student well-being are asked to submit an online application by visiting our website at www.gssd.ca/employment. Interviews will be conducted once a suitable pool of candidates has been identified.

Further information about the Good Spirit School Division can be found at www.gssd.ca or by contacting Donna Kriger, Deputy Director of Education Services at [\(306\) 786-5504](tel:3067865504).

External applicants must submit a recent (within the last six months) original criminal record and vulnerable sector check in order to be considered for this vacancy. The successful candidate will be subject to a clear criminal record check and vulnerable sector check as outlined on our website in *Administrative Procedure 400 - Criminal Record Checks*.

We thank all applicants for their interest in working for the Good Spirit School Division, however, only those who have been selected for an interview will be contacted. We encourage all applicants to check our website regularly for ongoing vacancies that may be of interest to you.