



EDMONTON CATHOLIC SCHOOLS

Manager, Board Governance and Development

Edmonton Catholic Schools is a large urban school District whose mission is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. The District is comprised of over 42,000 students and 5,000 employees in 96 schools and other sites.

The Manager, Board Governance and Development provides strategic support and advice to the Board of Trustees and contributes to the effective and efficient functioning of the elected members. The incumbent also has the responsibility of ensuring the Board adheres to standards and reflects a positive and impartial image in keeping with the principles of board governance, ensuring the delivery of the best Catholic education possible.

The job supervises the Corporate Secretary and Secretary to the Board in supporting the Board of Trustees. The incumbent reports to the Superintendent and works closely with the Board Chairperson. The range of responsibilities require the incumbent to demonstrate discretion, confidentiality judgment, tact, leadership, strong communication and research skills.

The job has District-wide impact and indirectly affects a large group of external stakeholders.

This is a permanent, full-time, Level 8, Out of Scope position with a salary range of \$88,628.00 - \$110,803.00 to commence August 13, 2018 or as determined with the successful candidate.

The successful applicant's starting salary will be based on the individual's education, qualifications and directly related experience.

Edmonton Catholic School District offers a comprehensive benefits program as part of its total compensation package.

Primary Responsibilities:

- Facilitate communications between the Board of Trustees and other internal and external stakeholders;
- Make judgments about critical information the Board of Trustees require and coordinate mechanisms to ensure timely communication occurs through various means;
- Finalize all agendas and supporting materials in consultation with the Superintendent and Board Chairperson in keeping with the Organizational Bylaw and Governance Model and the provisions of the *School Act*;
- Provide leadership to facilitate the alignment of Board motions that support the District's mission, vision, priorities and strategic plan by coordinating administrative expertise (e.g., strategic background and political knowledge) in support of Board actions;
- Identify issues or concerns to support effective decision making.

Qualifications:

- Degree in an area related to Educational Policy, Strategic Management or Political Science, plus five years directly related experience;
- Knowledge of Local Authorities Election Act, Alberta School Act, parliamentary procedures and governance principles and practices;
- Knowledge of policies, procedures, regulations and standards governing the Board;
- Knowledge of the District's cultural environment and the operations of the educational system;
- Advanced facilitation, consultation consensus building skills;
- Strong leadership and supervisory skills;
- Excellent interpersonal skills are required to interact with elected officials, senior government officials, all levels of staff, parents, special interest groups, and the media;
- Must be a Canadian citizen or Permanent Resident.

A complete job description is shown below.

For further information on this job opportunity, please contact Joan Carr at joan.carr@ecsd.net.

To apply, please email a letter of interest and resume by 4:00 p.m., Monday, June 11, 2018 to:

resumes@ecsd.net

Prior to employment, successful candidates will be required to submit clear Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.



JOB IDENTIFICATION:	
Incumbent: Vacant	Working Title: Manager, Board Governance and Development
Current Classification Level: 8	Requested Classification Level:
Supervisor's Name:	Supervisor's Working Title: Superintendent
Location: Lumen Christi Catholic Education Centre	Department/Program: Corporate Services

PRIMARY FOCUS/OVERALL ACCOUNTABILITY: Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

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The job supervises the Corporate Secretary and Secretary to the Board in supporting the Board of Trustees. The incumbent reports to the Superintendent and works closely with the Board Chairperson. The range of responsibilities require the incumbent to demonstrate discretion, confidentiality judgment, tact, leadership, strong communication and research skills.

The job has District-wide impact and indirectly affects a large group of external stakeholders.

- JOB RESPONSIBILITIES AND ACTIVITIES:** Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.
1. Facilitate communications between the Board of Trustees and other internal and external stakeholders
 2. Make judgments about critical information the Board of Trustees require and coordinate mechanisms to ensure timely communication occurs through various means
 3. Finalize all agendas and supporting materials in consultation with the Superintendent and Board Chairperson in keeping with the Organizational Bylaw and Governance Model and the provisions of the *School Act*
 4. Follow up on Board and Superintendent action requests and assignments resulting from meetings, delegating the tasks appropriately
 5. Provide information and clarification to the Board of Trustees and Superintendent with respect to problems, issues and sensitive material
 6. Develop, implement and review processes that ensure public inquiries and concerns brought to the Trustees are responded to in a timely and efficient manner. This involves overseeing and coordinating all central responses for service requests, requests for information, key messages, speaking notes, speech writing, and correspondence for the Trustees
 7. Prepare, coordinate and review information and recommendation reports for the Board of Trustees relative to all matters requiring board action to ensure necessary and complete facts and information are provided to support informed decision making
 8. Provide leadership to facilitate the alignment of Board motions that support the District's mission, vision, priorities and strategic plan by coordinating administrative expertise (e.g., strategic background and political knowledge) in support of Board actions
 9. Provide support to various committees established to carry out Board functions
 10. Serve as a resource to trustees' administration and electorate regarding policies, organizational bylaws and administration of the *School Act*
 11. Identify issues or concerns to support effective decision making

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12. Identify developments or opportunities where Board involvement/action would advance success
13. Provide ongoing strategic leadership advice to the Board Chairperson in all facets of the district and when requested, deal with issues and tasks on his/her behalf.
14. Be a strong connector of home, school and parish
15. Develop a positive working relationship Alberta School Councils Association to support effective and engaging school councils
16. Act as liaison between the Board and federal, provincial and municipal government representatives
17. Keep abreast of issues of importance to parents
18. Keep abreast of trends, practices, laws, and other related aspects of education policy, provincial issues, and research accordingly in collaboration with Superintendent and General Counsel
19. Develop strategies to deal with potential and impending issues
20. Promote the District to key external partners, stakeholders and provincial and municipal government agencies in collaboration with the Manager, Community and Media Relations
21. Draft governance policies as requested
22. Maintain technical knowledge through professional development activities

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval

The incumbent will objectively assist the Board of Trustees to be productive. The incumbent serves as a facilitator in achieving strategic goals and governance in the district. The incumbent identifies strategies to proactively resolve situations.

To perform all aspects of the job the incumbent must be aware of established policies, protocols and regulations and act within these parameters at all times.

Impact of consequence of error can reflect on the board, superintendent, and district assistant superintendents. To resolve problems, it is important to understand the political environment and to remain neutral—consequence of doing otherwise can result in lack of trust and credibility both in the district and outside agencies.

The incumbent makes recommendations regarding the development of board policies, organizational bylaw. Advice is given with respect to parliamentary procedures and protocols. In administering trustee remuneration policy, the incumbent is required to examine and implement solutions within legislative boundaries.

The incumbent works with the Board Chairperson and Superintendent in the organization of the board agenda order.

ORGANIZATIONAL DATA: Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete **Organizational Chart** that includes supervisor, peers, direct reports and staff.

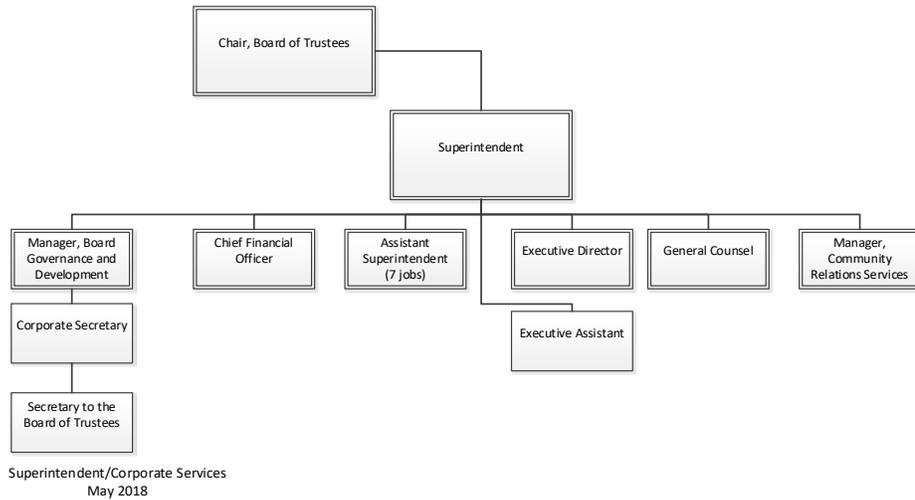
The job has significant district-wide impact and indirect impact on external stakeholders. The job facilitates the work of the Board of Trustees. The Board is responsible for directing the activities of the district in terms of organization, strategic

planning and operations, and accountability for finances and student learning. The incumbent directly supervises the Corporate Secretary and manages the Secretary to the Board of Trustees.

REPORTING RELATIONSHIPS: Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

Job Title	Job Responsibilities
Corporate Secretary	The job is responsible for the management of the office of the Board of Trustees including supervision of the Secretary to the Board. The job attends all board meetings, prepares agendas, records minutes and schedules meeting in accordance with the <i>School Act</i> , the Organizational Bylaw of Edmonton Catholic Schools and the Board Governance Model.

Organizational Chart



CONTACTS: Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

Contact	Nature and Purpose	Frequency
Superintendent	To provide and obtain information To receive guidance and to resolve problems	Ongoing
Assistant Superintendents	To provide and obtain information To provide guidance and to resolve problems	Ongoing
General Counsel	To provide and obtain information To receive expertise and guidance To resolve problems	Ongoing
Alberta Education	To provide and obtain information To collaborate on projects and educational initiatives	Ongoing
City of Edmonton	To provide and obtain information To receive expertise and guidance To resolve problems	As needed
Community Relations Services	To provide and obtain information To receive guidance and resolve problems	As needed
Archdiocese	To provide and obtain information To receive guidance	As needed

Out of Scope Job Description

This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District's human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services 780 441-6061.