

POSITION TITLE: Assistant Superintendent Corporate Services / Secretary-Treasurer

SUPERVISOR: Superintendent of Schools

DEPARTMENT: Corporate Services

DIVISION: Executive Leadership

REVISION DATE: January 2025

POSITION FOCUS:

Reporting to the Superintendent of Schools, the Assistant Superintendent is a member of the central office executive leadership team. The Assistant Superintendent is responsible for advancing and achieving the Division's vision, mission, purpose and guiding principles through the Corporate Services Department. The position is responsible for all functions relating to the budgeting, accounting, financial services, facilities services, transportation services, technology services, OH&S, FOIP, relevant policy development, staff negotiations, and providing corporate services for the Board of Trustees.

The Education Act requires Boards to appoint a Secretary and a Treasurer, or one person to serve as Secretary-Treasurer. The Assistant Superintendent, Corporate Services/Secretary-Treasurer is responsible for the management and monitoring of all business services for the Division.

POSITION RESPONSIBILITIES:

System Leadership

- Assists the Superintendent of Schools in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
- Provides leadership in the planning, development, implementation, and evaluation of administrative procedures within areas of responsibility.
- Ensures the application of Board policy and Division administrative procedures as required in the performance of duties.
- Assists and advises school administrators in school planning, operations, resource allocation, and decision-making in general.
- 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.
- Demonstrates responsive leadership by facilitating positive results, effectively handling emergencies, and dealing with crisis situations in a team-oriented, collaborative and cohesive fashion.
- Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent of Schools directives.
- Develops and maintains positive and effective relationships with provincial and municipal government departments and agencies.
- Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.

- Ensures the Division operates in a fiscally responsible manner, including adherence to the annual budget.
- Participates in the strategic planning process including the development of Division plans, goals as directed by the Superintendent.
- Exhibit a high level of personal, professional and organizational integrity.
- Collaborates with Superintendent and Assistant Superintendents as part of the Division's Executive Team.

Corporate Management Leadership

- Produce financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
- Assist principals with preparation of budgets and the management of their financial affairs.
- Provide leadership in the development of annual updates to the Three-Year Capital Plan, including provisions for instructional and support services.
- In collaboration with the Superintendent, develop an administration budget within the parameters and constraints of the Division budget.
- Ensure Division compliance with the requirements of Occupational Health and Safety legislation.
- Provide leadership within transportation services, facility services, and technology services.
- Ensure the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act and Regulations.
- Oversee contracts and agreements, including administration of lease agreements, and service contracts.
- Facilitates the collective bargaining with all employee groups and serves as a negotiator.
- Provides leadership and direction for Legal services and support for the Board.
- Provides leadership and direction with School Attendance Boundaries and Inclement Weather/Temporary School Closure procedures.

Educational Leadership

- Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
- Implements education policies established by the Minister and the Board and as directed by the Superintendent.

POSITION REQUIREMENTS:

Education

- Possessing a post-secondary degree with a major in accounting, finance or administration - preference will be given to those with a CPA designation or an MBA equivalent.
- Have a strong knowledge of and practice in principles of statute law and parliamentary procedures.

Experience

- Minimum of 5 years' experience in a financial management role within a school authority or large educational or other relevant organization, including responsibilities related to budgeting, financial reporting, and auditing.
- Related experience in a leadership or senior administrative role, demonstrating effective management of financial operations and strategic planning in a complex organizational environment.

Key Abilities

- Experience with public sector accounting principles and practices, including knowledge of funding models, financial regulations, and compliance requirements specific to educational institutions.
- Proven track record of working with school boards or similar governing bodies, including experience in presenting financial reports, advising on fiscal policy, and supporting decision-making processes.
- Experience in developing and implementing financial policies and procedures that ensure accuracy, transparency, and adherence to regulatory standards.
- Demonstrated experience in managing budgets of significant size, including forecasting, variance analysis, and cost control in a large-scale organization.