



Position: Superintendent of Business

Start Date: January 8, 2018 (or earlier, subject to the candidate's availability)

Location: Brockville, Ontario (Board Office)

We prepare all students for a successful life.

The Upper Canada District School Board serves 26,000 students and has more than 4,000 employees who support student learning in 81 schools, with an operating budget in excess of \$340 million. Our school district is one of the largest in Ontario, encompassing 12,000 square kilometers and eight counties bordered by the St. Lawrence River to the south, Quebec to the east, Ottawa-Carleton to the north and the Limestone district to the west.

The Upper Canada District School Board invites applications for the position of Superintendent of Business. The Superintendent of Business will lead key business functions of the Board including finance, purchasing, payroll, risk management including occupational health and safety, and some aspect of community use of school facilities. In this role, the Superintendent of Business is instrumental in developing and overseeing the Board's annual budget of \$340 million. The Superintendent of Business also has a key presence on the Board's Audit Committee and serves as treasurer for foundations affiliated with the school board

Superintendent of Business in the Upper Canada District School Board must have a firm understanding of the priorities of the board's Strategic Plan (CREW) and its annual Work Plan which is essential to implementing positive change, continuous improvement and transformation across the school district, and securing accountability. As part of the Director of Education's Executive Council, the Superintendent of Business contributes and supports the implementation and monitoring of the priorities of the Director of Education's Work Plan, providing insight and guidance about budgetary practices, priorities, and commitments.

The ideal candidate for this position will have exceptional leadership skills, with a track record for problem-solving, time-sensitive delivery for reporting deadlines set by the Board and by the Ministry of Education and is highly regarded for their integrity and attention to detail. Given the nature of this assignment strong interpersonal skills and effective communication skills are required to build productive relationships in all departments and that will support their efforts to make public presentations to the Board and to stakeholder groups. Previous experience with recording, reporting, and analyzing financial information using Public Sector Accounting Board (PSAB) standards is a definite advantage.

This invitation for applications is open to internal and external candidates.



Qualification Requirements:

- Candidates must hold Business Supervisory Officer Qualifications as per the Education Act and its Regulations, or will commit to attaining these qualifications as part of the condition of their employment, by no later than December 1, 2019.
- Currently holds a professional designation (CPA);
- Currently holds a formal educational background in a business administration-related field, such as, a degree in finance, commerce, or economics.
- Proven business and successful experience in a senior management role, for at least 5 years, in one or more of the following: finance, commerce, or business systems.
- Proven and successful experience supervising and supporting the work and productivity of staff in a business setting.
- A current driver's license and access to a vehicle are essential to this role, which involves occasional travel to rural and remote areas throughout the school district.
- Evidence of employability in this position of trust and responsibility, through the provision of a current Police Criminal Record Check, prior to commencing employment.

Application Requirements:

- Cover letter (maximum of one page), a curriculum vitae (maximum of three pages), and a leadership statement outlining your approach for leading change and managing complexity as a Superintendent of Business in the UCDSB (maximum of two pages).
- The names of four professional references with authorization to contact under the terms of the Municipal Freedom of Information and Protection of Privacy Act. Your references must include your immediate supervisor.
- Copy of your most recent performance appraisal from the past 3 years, or a letter of reference from a current supervisor commenting on your proven success as a leader within a business office setting.

To apply, qualified candidates are to send the required materials by email to the attention of **Ms. Rhonda McNish** in the Director's Office, at rhonda.mcnish@ucdsb.on.ca, by no later than **4:00 p.m. on Monday, October 30, 2017**. The interview and selection process will be completed to fill the vacancy as soon as possible.

We thank all candidates in advance for their interest however, only those who have been short-listed for an interview will be contacted.

The Upper Canada District School Board is committed to providing accommodations [for people with disabilities]. If you require an accommodation, we will work with you to meet your needs.

**Jeff McMillan,
Chair.**

**Stephen Sliwa,
Director of Education.**

