

## Executive Director of PCODE

The Public Council of Directors of Education (PCODE) is seeking a knowledgeable, experienced and highly skilled leader to serve as the organization's Executive Director, effective **January 7, 2019**.<sup>\*</sup> PCODE represents the chief education officers and chief executive officers of the 31 public district school boards in Ontario. PCODE members provide the leadership and management to high quality learning organizations, dedicated to improving student achievement and well-being. PCODE members serve over 1.2 million Ontario students.

*(\*Or at a date mutually agreed upon)*

### Key Duties

- Advocate and engage with key stakeholder organizations, (i.e. OPC, MOE, OPSBA) regarding emergent issues related to Ontario public education in general and PCODE in particular
- Support/Enhance the key priorities established annually by the PCODE membership
- Enhance the profile of PCODE and positions established by the membership
- Engage, support and advise the 31 PCODE members, as well as the Chair and Executive Committee of PCODE
- Provide leadership and coordination of the PCODE Mentorship program for new Directors of Education
- Consult and communicate regularly, both formally and informally, with the Executive Directors of PCODE's parent organizations - OPSOA and CODE
- Provide support to members in need of assistance with individual and contractual issues
- Provide leadership and organizational support for all PCODE events, including logistics, agendas, minutes, background and resultant reports, communication and action

### Parameters of Position

The business of PCODE occurs through a number of scheduled meetings, conducted at a variety of Ontario venues and through teleconference. Outside of these scheduled events, much of the work of the Executive Director is conducted remotely, through various electronic means. The allocation of time within the overall allocation *must be* flexible, in accordance with event requirements and the changing issues facing the organization.

This is a two-year contract, subject to renewal and to a mutually developed annual performance review process conducted by the Executive Committee of PCODE. The Executive Director will hold a 40% position, with a salary of approximately \$90,000 for each of the two years of the contract.<sup>\*</sup> No insured benefits are included in the contract; however, authorized expenses are reimbursed.

*(\*Subject to annual review by the Executive Committee of PCODE)*

All active or retired PCODE members are eligible to apply.

### Qualifications and assets

- Demonstrated knowledge and advocacy for public education in Ontario
- Proven leadership experience as a qualified Ontario Public Director of Education
- Effective political acumen and ability to interact with key education stakeholder organizations in Ontario
- Exemplary written and oral communication skills, including effective use of social media and information technology
- Exemplary interpersonal skills
- Exemplary organizational and event planning skills

Applicants are asked to confidentially submit a complete cover letter and résumé, including a summary of experience, an indication of appropriate skills, a list of three references and signed permission to contact the references under the MFIPPA to **Kathy Sanford at [Kathy@opsoa.org](mailto:Kathy@opsoa.org), by 4 pm, June 8, 2018**. Requests for additional information, or confidential suggestions and/or nominations of potential candidates may also be submitted to the address above.