

# GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Kim McKinley  
Chairperson of the Board



Erin Kelly  
Director of Education

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The Greater Essex County District School Board  
invites applications for the position of

## **SUPERINTENDENT OF BUSINESS and TREASURER OF THE BOARD**

This position is being advertised internally and externally.  
Qualified persons are invited to apply in writing quoting file number 2018-81 on or before  
12:00 noon on December 13, 2018 to:

**ERIN KELLY**  
**Director of Education**  
**Greater Essex County District School Board**  
**451 Park Street West**  
**Windsor, Ontario**  
**N9A 6K1**

The Greater Essex County District School Board is currently seeking qualified candidates for the position of Superintendent of Business and Treasurer of the Board commencing on or before February 25, 2019. Applicants must currently hold Business Supervisory Officer qualifications, or are eligible for such qualifications, and who possess a Chartered Professional Accountant designation.

Reporting to the Director of Education, this position of Superintendent of Business requires an individual with demonstrated leadership skills who can work effectively in a collaborative, decision-making environment.

The successful candidate will be the senior business official and responsible for a broad range of financial and business functions to the system. The Business Division is responsible to provide fiscal management and accountability for Board funds. Responsibilities have yet to be determined, but could include the effective management and administration of departments including Budget Planning, Accounting, Payroll, Purchasing, Transportation, Facility Services, Health and Safety, Insurance and purchase and sale of real property. The successful candidate should possess superior interpersonal and communications skills, and have a demonstrated record of successful experience at the system and administrative level.

Included with the letter of application shall be a detailed personal vita, and a one page description of the role of Superintendent of Business in the education system.

*In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Greater Essex County District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.*

November 15, 2018