



SIEGEL EXECUTIVE SEARCH SOLUTIONS
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Position Profile

Superintendent of Human Resources



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MEMBER OF THE EXECUTIVE SEARCH ALLIANCE
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ORGANIZATION

The York Catholic District School Board (YCDSB) is a Catholic Learning Community of collaborative partners which services approximately 55,000 students from K to Grade 12. It is comprised of 87 elementary schools and 15 secondary schools located throughout the Regional Municipality of York. The Board offers extensive Special Education programs/services as well as French Immersion, International Language, Special Focus and Continuing Education Programs. YCDSB is consistently ranked as one of the top-performing school boards in the province of Ontario. It is governed by ten publicly-elected trustees and has over 8,000 staff, making it one of the region's largest employers.

Mission:	Guided by Gospel Values and Catholic Virtues, in partnership with home and Church, we educate and inspire all students to reach their full potential in a safe and caring environment.
Vision:	Our students will become creative and critical thinkers who integrate Catholic Values into their daily lives as socially responsible global citizens.
Core Values:	Catholicity, Excellence, Equity, Fiscal Responsibility, Inclusion, Integrity, Respect
Strategic Commitments:	Integration of Our Catholic Faith, Continuous Improvement of Student Achievement, Effective Use of Our Resources, Engaging Our Communities.

POSITION SUMMARY

Position Title:	Superintendent of Human Resources
Location:	Aurora, Ontario
Reports to:	Associate Director of Education
Reports:	Total team of 35 through six direct reports

Under the general direction of the Associate Director of Education, the Superintendent of Human Resources provides leadership in the strategic planning, development, implementation, evaluation and continuous improvement of Human Resources programs, processes and procedures ensuring compliance with applicable legislation as well as Board policies.

RESPONSIBILITIES

The scope of responsibility includes, but is not limited to the following:

- Ensure Human Resources services are delivered in alignment with the Board's strategic objectives and initiatives, and in accordance with applicable legislation and collective agreements.
- Lead and manage the Human Resources team.



- Develop and maintain the annual operating budget for Human Resources.
- Oversee all Human Resources services, employee labour relations, and the implementation of collective agreements, provincial labour and employment legislation, and regulations as well as Board policies and procedures.
- Supervise and oversee the effective management and initiatives of Employee Health and Safety Services including Chair the Occupational Health & Safety Committee.
- Oversee the Board's Privacy & Information Management Program under the *Freedom of Information & Protection of Privacy Act*.
- Supervise the effective and efficient operation of Human Resources Information Systems.
- Identify human resources issues and trends and develop or recommend initiatives that improve current processes and programs

KEY QUALIFICATIONS

The ideal candidate will bring the following skills and experiences:

- Exceptional commitment to the mission and ministry of Catholic education. An active, practising Catholic with a record of outstanding educational and community leadership. (Pastoral Letter Required within past 12 months)
- A minimum of two years of management experience as a Supervisory Officer.
- An understanding of the Provincial legislation and applicable human resources legislation within an education setting.
- A collaborative operating style that leads by example with superior problem solving and conflict resolution skills
- Excellent oral, written communication and presentation skills.
- Excellent organizational skills and the ability to work independently to meet tight deadlines.
- Ability to think strategically and execute effectively for Board and Staff Committees as well as take the position as lead in Human Resources Committee

EDUCATION

- Ontario College of Teachers' Certificate in good standing
- Ontario Supervisory Certificate
- University Degree with a focus in human resources or a related discipline and/or relevant labour relations experience within an education environment.

COMPENSATION

YCDSB offers a competitive annual compensation package.



OUTLINE OF THE SEARCH PROCESS

Executive search requires a process that may not always be visible and transparent to you as a candidate. Below are some of the required steps in a typical executive search process:

- Management Review
- Development of the Position Specification
- Marketplace Research
- Candidate Identification
- Candidate Evaluation and Interviews (Telephone and In Person Meetings)
- Reference Checking
- Offer Presentation and Negotiation
- Search Close and Follow Up

Many people are contacted during the Candidate Identification and Evaluation stages. These steps require co-ordination of many prospects, and multiple client contacts at different levels.

By responding to this profile with your resume or details regarding your background, you are authorizing the Siegel Executive Search Solutions to maintain confidential information required for us to assess your candidacy. Distribution of this information is strictly controlled and will be authorized by you in advance. We are committed to protecting the privacy of personal data and will make every effort to comply with national legislation regarding the processing of personal data.

*To explore this opportunity in confidence, please contact
Kerry Siegel at 416.630.5988 or kerry.siegel@execsearchalliance.com*

Qualified applicants are requested to submit a complete resume including four written references, one of which must be a current pastoral reference. Candidates are also requested to include a statement of no more than 500 words outlining the reasons for their interest in the position and any additional personal strengths.

DEADLINE FOR APPLICATIONS: Friday, April 26, 2019

