

POSITION

EXECUTIVE DIRECTOR

The Board of the Ontario Public Supervisory Officers' Association is currently seeking a dynamic, innovative, and visionary Executive Director to lead our organization into its next phase of growth and impact. The Executive Director will serve as the chief executive, responsible for guiding the organization's strategic direction, overseeing operational efficiency, and ensuring alignment with our mission to enhance education through leadership development. Reporting to the OPSOA Board, the successful candidate will bring a depth of experience in the position of a Supervisory Officer, a vision for innovation that leads to new results as OPSOA builds on a strong commitment to fostering leadership at all levels, and a passion for ensuring every student has the opportunity to succeed.

The Executive Director (ED) is responsible for overseeing the day-to-day operations and strategic initiatives of OPSOA, ensuring alignment with organizational goals and objectives. The ED will work closely with the Board of Directors and the Executive Committee to manage the business of OPSOA, while also pursuing new ways to communicate with, and serve the membership.

Key Responsibilities:

- **Strategic Leadership:** Collaborate with the Board of Directors and Executive Committee to develop, refine, and implement strategic priorities. Monitor progress towards organizational goals, provide regular updates on key initiatives, and ensure alignment with the OPSOA Strategic Plan, and provide a rationale for any course correction if needed.
- **Professional Learning and Program Delivery:** Coordinate and facilitate professional learning sessions, including the annual conference. Ensure all programs align with the principles of Truth and Reconciliation, equity, and human rights.
- **Fiscal Management:** Oversee the organization's financial operations, resource allocation, ensuring stability, transparency, and alignment with strategic goals. Manage budgeting, financial reporting and compliance with legal and regulatory requirements. Advocate for funding opportunities to sustain and grow OPSOA's initiatives.
- **Governance and Board Support:** Demonstrate effective governance practices by working closely with the Board in accordance with bylaws, policies, and procedures by providing prompt and clear

governance information to ensure excellence in decision-making. Prepare for and manage records of the OPSOA Board, Executive Committee, and general membership meetings. Participate in Board meetings, in-person, or hybrid, as required.

- **Operational Management:** Ensure the efficient day-to-day management of OPSOA, including overseeing resources, risk mitigation strategies, digital assets, committees, and hiring and supervising contracted staff. Ensure that OPSOA's programs are impactful, scalable, and sustainable.
- **Member Engagement and Communication:** Strengthen relationships with Supervisory Officers across Ontario using responsive and appropriate methods of communication and written and interpersonal engagement. Regularly communicate with OPSOA members to keep them informed about committee options, program evaluations, and new initiatives and opportunities to take part in the work of OPSOA.
- **Membership Assistance Program:** Administer the OPSOA Membership Assistance Program with compassion, candor, informed judgement, confidentiality, and professionalism. Provide coaching and advice to members, addressing sensitive concerns and assisting with conflict resolution.
- **Advocacy and Partnerships:** Actively advocate for OPSOA's mission and vision within provincial and national educational organizations, including CODE and PCODE. Commit to understanding the different contexts and specific issues that impact members regionally. Represent OPSOA at national forums and maintain relationships with the Ministry of Education and other stakeholder organizations.
- **Additional Duties:** Perform other duties as assigned by the Board of Directors or the President of OPSOA.

Qualifications:

- **Experience:** A minimum of five years (strongly preferred) as an innovative, ethical, and impactful Supervisory Officer, with experience in various portfolios/projects. Experience working collaboratively with a variety of stakeholders (e.g., Ministry of Education) and diverse communities - often with competing interests to drive school and system-level improvement. Evidence of a professional supervisory officer network and provincial perspective.
- **Commitment to Truth and Reconciliation, Equity & Human Rights:** Strong commitment to the Truth and Reconciliation Commission of Canada: Calls to Action and Indigenous Education. Proven track record in addressing barriers to learning and service, reducing disproportionate academic outcomes, and promoting educational equity.
- **Governance and Strategic Oversight:** Experience with the various aspects of effective governance procedures, including familiarity with bylaws, board structures and the responsibilities of executive leadership which support effective decision making by the Board. Demonstrated ability in strategic planning, and organizational management.

- **Communication and Leadership:** Exceptional oral and written communication skills, with the ability to engage and inspire diverse audiences. Strong interpersonal skills, with an ability to listen actively, respect differing perspectives, and devise effective strategies for engagement.
- **Financial Management:** Current experience in managing, reporting and being accountable for different budgets, and financial operations, including grants.
- **Educational Background:** Supervisory Officer's Additional Qualifications and Master's degree or equivalent.
- **Commitment to Student Success:** Results which show a commitment to creating the conditions for every student to succeed by removing barriers, and a passion for advancing educational opportunities for all.

OPSOA is committed to advancing the process of Truth and Reconciliation by embracing the Calls to Action put forth by the Truth and Reconciliation Commission of Canada.

OPSOA is dedicated to fostering an inclusive and diverse workplace where all individuals feel valued, respected, and empowered. OPSOA believes that diversity in identities and lived experiences is integral to the success of our organization and public education. The organization is actively creating an environment that supports, respects, and promotes the full participation of all individuals, and encourages applicants who share these values to apply. OPSOA does not discriminate based on any of the grounds protected under the Ontario Human Rights Code.

***EFFECTIVE DATE: September 1, 2025 (To be negotiated)**

Reports to: OPSOA Board of Directors

EXPLANATION OF PART-TIME: The OPSOA Board of Directors is seeking a **Part-Time Contractor** to join our team for a flexible 60% role, offering approximately 24 hours per week under a three year term. **HYBRID**

WORKING ARRANGEMENTS: Specific expectations about remote work will be outlined and agreed upon with the successful candidate, ensuring alignment with organizational needs and operational requirements. All hybrid work arrangements will follow Ontario's employment standards, workplace health and safety regulations, and organizational policies, and may be subject to periodic review to ensure ongoing effectiveness.

APPLICATION PROCESS:

All enquiries, questions, and requests for the Position Profile must be directed to **Creative Luminary Leadership** at Creativeluminaryleadership@gmail.com.

Interested candidates will submit the following **three components to Creative Luminary Leadership as part of their application package:

- a resume, and a cover letter outlining their relevant experience and qualifications to Creative Luminary Leadership, and
- a submission (300-word maximum) that describes their vision for the continued evolution of OPSOA in the rapidly changing world in which we live, and current provincial context.

*Please specify “**OPSOA’s Executive Director Application**” in the subject line of your email.
Applications will be accepted until **March 24, 2025, at 12 pm EST**.

Please share this advertisement with qualified candidates. Thank you for your interest.

Creative Luminary Leadership & the OPSOA Board of Directors

Find us at:

OPSOA.org

CreativeLuminaryLeadership.com

