



Executive Superintendent, Employee Services

The **Toronto District School Board (TDSB)** is dedicated to the achievement and well-being of each student. Every day, staff members in its 584 schools across Canada's largest city are privileged to serve students and families of communities as richly diverse and inspiring as any in the world. TDSB is seeking a senior supervisory officer with executive-level experience in an organization dedicated to the success of students and to the growth and improvement of public education, to join its collaborative senior team as **Executive Superintendent/Officer – Employee Services**.

The **Executive Superintendent, Employee Services** will report to and work closely with the Associate Director of Business Operations and Service Excellence who oversees the Employee Services portfolio. As part of the Senior Team he/she will be a member of the Executive Council. The Executive Superintendent will attend all Board meetings, interact with the Board, be the Executive Liaison to the Board's Negotiations Steering Committee and be responsible for developing and implementing policies and procedures related to all Employee Services functions. The successful candidate will be a senior supervisory officer with executive level experience in an organization dedicated to the success of students and to the growth and improvement of public education.

Applications are invited from Supervisory Officers with human resources experience for the position of Executive Superintendent/Officer - Employee Services with the Toronto District School Board (TDSB). This is an executive senior leadership position with responsibility for the leadership of Employee Services.

- Demonstrate active leadership and work collaboratively with the Academic and Operations Departments and all employee groups to support student achievement and well-being;
- Promoting a shared understanding of equity, anti-racism and anti-oppression issues and making them foundational across the system in all employee services work;
- Act as a member of the TDSB's executive leadership team, and as such contribute to: strategic planning and direction setting; policy development; business continuity; annual budget setting; school improvement planning processes; accountability controls; and community and public engagement;
- Oversee the recruitment and staffing processes serving elementary and secondary schools including all support staff;
- Manage the selection process for principals and vice-principals, department managers and supervisory officers;
- Facilitate performance appraisal processes for all categories of staff;
- Committed to collaborative professionalism in the work of the TDSB with union partners;
- Oversee the administration of Collective Agreements for nine bargaining units and Terms and Conditions for two professional associations;
- Collaborate with Legal Services on a wide range of legal issues including grievances, arbitration, civil litigation, and matters before various tribunals or external agencies;
- Lead and participate in local collective bargaining processes;
- Ensure compliance with Board policies and employment-related legislation;
- Operationalize the TDSB's succession and talent growth plan and its related programs;

- Provide leadership in the development and review of Employee Services policies and procedures;
- Develop and implement new programs and services related to Employee Services as required;
- Oversee the operation of the Employment Equity office as well as the Police Reference Checks office;
- Work with the Human Rights office to support the Board's human rights policies and procedures as it relates to employment;
- Provide support to Executive Superintendents, Superintendents of Education, Principals, and Vice Principals.
- Represent both the Employee Services department and the TDSB to students, employees, administrators, parents, the general public, the media, other school boards and levels of government as required; and other duties as assigned.

Qualifications:

- Ontario Supervisory Officer Qualifications
- Strong working knowledge and experiences with employee services related portfolios, including negotiations, labour relations, employee transfers and placements, succession planning & talent management and employee performance appraisal processes;
- Successful experience as a Supervisory Officer and Senior Human Resources leader with system- wide portfolio experience preferred;
- Experience in leading a Human Resources Department including extensive experience in education labour relations;
- Experience in employee services and public relations in a large scale public sector organization serving Toronto's diverse racial, ethnic and multi-lingual communities;
- Superior interpersonal, strategic, and analytical skills coupled with astute political acumen and problem solving and mediation skills;
- Proven information technology skills;
- Strong organizational, verbal, written and presentation skills.

*To apply to this executive role, submit your resume, in confidence, by **Friday, July 20, 2018**, to Phelpsgroup at TDSBESHR@phelpsgroup.ca, specifying the **Executive Superintendent, Employee Services** in the subject line.*

Phelpsgroup
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We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.