

**DIRECTOR OF EDUCATION / SECRETARY-TREASURER
ROSE BURTON SPOHN**

PLANT SERVICES DEPARTMENT	HUMAN RESOURCES DEPARTMENT	INFORMATION TECHNOLOGY DEPARTMENT
<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Building accessibility and security • Capital enhancements, planning, and projects • Employee health and safety • Energy use and reduction • Maintenance and repairs of facilities • Violence risk assessments 	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Allegations against employees • Contract negotiations • Grievances, mediations, and arbitrations • Occasional teacher hiring / call-outs • Relationships with all employee groups • Succession planning / leadership development 	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Acquisition of hardware and software • Data submissions • Installation and deployment of devices • Network management and maintenance • Privacy and security of information (PIM) • Support and training on systems
<p align="center">PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none"> • Approvals – conferences, extended field trips, workshops, external visitors • Attendance Support • Board Meetings • Board Responses – media, task forces • Governance Issues • Inclement Weather • Liaison – ministry, agencies, other boards • Public Relations • Regional Education Council (REC) • Religious Education in Rural Schools • School Effectiveness Framework Lead • Staff Faith Development • Strategic Planning 		<p align="center">COMMITTEE LEAD</p> <ul style="list-style-type: none"> • Admin Council • Digital Learning Steering Committee • Focus on Faith Committee • Joint PD Committee • Joint Staffing Committee • Policy Committee • Principals' Steering Committee – Faith Sub-Committee • Teacher Education Advisory Committee (TEAC)

Effective August 1, 2018