



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

Mount St. Joseph Catholic Education Centre

Department Staffing Levels /

Roles and Responsibilities

Presented by: Director Fil Lettieri

Presented on: November 12, 2025



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Department: Director / Supervisory Officers

| Position | No. of Positions | Roles and Responsibilities |
|-----------------------|------------------|---|
| Director of Education | 1 | <p>PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none"> · Approvals (e.g., conferences, external visitors) · Board Meetings · Board Responses – media, task forces · Governance Issues · Inclement Weather · Liaison – ministry, agencies, other boards · Principals' Meetings · Professional Development for Trustees · Public Relations · School Effectiveness Framework Lead · School Year Calendar Consultations · Staff Faith Development · Strategic Planning <p>COMMUNICATIONS DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Advertising, marketing and promotions · Board annual reports · Media Releases · Public Displays (e.g., registration) · Social media strategy · Updates to board / school websites <p>STUDENT MENTAL HEALTH Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Education Community Partnership Programs · Mental Health Action Plan · Mental health protocols and supports · Pastoral Response · Re-engagement and school attendance counselling · Student and family counselling · Violent Threat Risk Assessment (VTRA) Protocol <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Admin Council · Board Marketing Committee · First Nations Advisory Committee · Focus on Faith Committee · Policy Committee · Senior Team |



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| | | <ul style="list-style-type: none"> · Student Senate · Student Trustees · Well-Being Committee |
| <p>Superintendent of Education – Curriculum</p> | <p>1</p> | <p>CURRICULUM DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Early Reading Interventions (K – 3) · Experiential Learning · French-as-a-Second Language · Indigenous languages and programs (NSL) · Kindergarten programs · Literacy (K – 12) · Multilingual Learner programs (MLL) · Religious and Family Life Education · School libraries / learning commons <p>STUDENT SUCCESS LEAD Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Adult and Continuing Education · Alternative Education · Dual Credit Programs · Graduation Support for Indigenous Students · Ontario Youth Apprenticeship Programs · School College Work Initiative (SCWI) · Secondary Programming · Specialist High Skills Major (SHSM) · Supervised Alternative Learning (SAL) <p>PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none"> · Assessment, Evaluation and Reporting · Athletics - Secondary · Daycares and Before/After School Programs · Early Learning and Best Start Programs · Equity, Diversity and Inclusion · Indigenous Education · International Education · Outdoor Education (K –12) · Pathways Planning · Summer Learning Programs – Secondary <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Athletics Association Committee · Indigenous Education Committee · International Education Committee · Outdoor Education Committee · Secondary Program Team · Supervised Alternative Learning Committee |



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| | | <p>SCHOOLS</p> <ul style="list-style-type: none">· Holy Angels Learning Centre, Sault Ste. Marie· Holy Cross, Sault Ste. Marie· St. Kateri Outdoor Learning Centre, Sault Ste. Marie· St. Mary's College, Sault Ste. Marie |
| Superintendent of Education – Special Education | 1 | <p>SPECIAL EDUCATION DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none">· Assessment and diagnosis of special education needs· Children and Youth in Care supports· Educational Assistant school allocations· Joint Protocol for Student Achievement· Jordan's Principle Applications· Partnerships with agencies / facilities· Processes, protocols, and policies· Special Equipment Allowance (SEA)· Special Incidence Portion (SIP) funding· Specialized programs and services· Speech and language services· Third Party Providers in Schools <p>HEALTH & SAFETY Includes, but is not limited to:</p> <ul style="list-style-type: none">· Emergency Planning and Response· Employee Training (e.g., Safe Schools Portal, Safety Releases, etc.)· Pandemic Planning and Protocol Development· Violent Risk Assessments· Workplace Inspections· Workplace Violence and Harassment <p>SAFE & HEALTHY SCHOOLS Includes, but is not limited to:</p> <ul style="list-style-type: none">· Breakfast and Nutrition Programs· Child Abuse Prevention/Reporting· Police Protocols· Statistical Reports (e.g., suspensions)· Suspension/Expulsion Appeals· Student Injury Prevention· Violence and Harassment Reports <p>PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none">· Hockey Canada Skills Academy· Home Instruction· Managing Information for Student Achievement (MISA) |



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| | | <ul style="list-style-type: none"> · Special Admissions (e.g., Out-of-Zone and Non-Catholic Applications) · Summer Learning for Students with Special Education Needs (i.e., Summer Transition Program) <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Joint Health and Safety Committee · Special Education Advisory Committee (SEAC) · Safe and Healthy Schools Committee · Suspension/Expulsion Committee <p>SCHOOLS</p> <ul style="list-style-type: none"> · St. Basil, Sault Ste. Marie · St. Mary's FI, Sault Ste. Marie · St. Francis FI, Sault Ste. Marie |
| <p>Superintendent of Education – Human Resources</p> | <p>1</p> | <p>HUMAN RESOURCES DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Contract negotiations · Grievances, mediations, and arbitrations · Human Resources Analytics · Labour relations · Negotiations · Recruitment and retention · Staffing · WSIB <p>PROGRAM/ACTIVITIES</p> <ul style="list-style-type: none"> · College Student Placements (e.g., ECE, CYW, OT, PT) · Employee Attendance Support · Employee Assistance Program · Leadership Development and Succession Planning (i.e., Vice- Principals' Meetings) · New Teacher Induction Program · P/VP Mentoring Program · Professional Development Days · Student Teacher Placements <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Professional Development (CUPE, OSSTF) · Joint PD Committee (OECTA) · Joint Staffing Committee · Leadership Development Committee · New Teacher Induction Program (NTIP) Committee · Teacher Education Advisory Committee (TEAC) |



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| | | <p>SCHOOLS</p> <ul style="list-style-type: none"> · Holy Name of Jesus, Hornepayne · Our Lady of Lourdes, Sault Ste. Marie · St. Basil, White River · Sacred Heart, Espanola · St. Mary, Massey · St. Paul, Sault Ste. Marie |
| <p>Superintendent of Education – Math</p> | <p>1</p> | <p>BOARD MATH LEAD</p> <ul style="list-style-type: none"> · Development, implementation and monitoring of the Board’s Math Achievement Plan · Development of Math resources for parents · EQAO Assessments and Analysis · Liaison with the Ministry of Education Math Achievement Action Plan · Math professional development opportunities for educators · Numeracy (K-12) <p>PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none"> · Athletics – Elementary · Catholic School Councils · Home Schooling · STEAM Lab · Summer Learning Program – Elementary · Tutors in the Classroom <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Athletics Committee – Elementary · Digital Learning Steering Committee · Parent Involvement Committee (PIC) <p>SCHOOLS</p> <ul style="list-style-type: none"> · Holy Family, Sault Ste. Marie · Our Lady of Fatima, Chapleau · Our Lady of Fatima, Elliot Lake · Our Lady of Lourdes FI, Elliot Lake · St. Augustine FI, Wawa · St. Mary’s, Blind River |
| <p>Superintendent of Business</p> | <p>1</p> | <p>BUSINESS DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Accounting · Audits · Banking · Benefits · Budgeting (e.g., Core Ed. Funding/REPs) |



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| | | <ul style="list-style-type: none"> · Enrolment reporting · Payroll · Purchasing · School fundraising and cash handling · Education service agreements with First Nations <p>PLANT SERVICES DEPARTMENT Includes, but is not limited to:</p> <ul style="list-style-type: none"> · Building accessibility and security · Capital enhancements, planning, and projects · Energy use and reduction · Maintenance and repairs of facilities <p>INFORMATION TECHNOLOGY DEPARTMENT 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 · Support and training on systems <p>PROGRAMS AND ACTIVITIES</p> <ul style="list-style-type: none"> · Board Insurance · Cafeteria · Catholic Education Foundation · Community Use of Schools · Courier (i.e., approval / distribution) · Disaster Recovery Planning · Legal Matters · School Accommodation / Viability Reports · Student Accident Reports · Transportation <p>COMMITTEE LEAD</p> <ul style="list-style-type: none"> · Accessibility Planning Committee · Audit Committee · Finance Committee · Transportation Governance Committee |
| Executive Assistant | 1 | <p>Job Overview Reporting to the Director of Education, the Executive Assistant provides administrative support to the Director of Education and Superintendents of Education. The incumbent coordinates Board meetings, liaises with trustees, provides accounting support to the Catholic Education Foundation, and ensures the Director’s office operates with high professional standards.</p> |



Responsibilities and Duties

A. Board Meeting Coordination/Trustee Liaison

- Book meeting spaces and coordinate furniture and supporting equipment to facilitate Board meetings.
- Set up meeting room and order refreshments as required; ensure clean up of meeting room at the end of each meeting.
- Prepare draft agenda for review with Director, Chair and Vice-Chair.
- Liaise with senior team members, trustees, members of the clergy, other board employees, and guest speakers about reports, presentations, roles, and other pertinent information relating to Board meetings.
- Prepare agenda packages for review and distribution to appropriate parties prior for Board meetings, ensuring accuracy of information to members. Upload approved agenda to Board website.
- Attend open Board meetings and take accurate and detailed minutes and submit to the Director of Education for review and approval.
- Record and collect all declarations of conflicts of interest.
- Post appropriate documents on website after each Board meeting including minutes, approved policies etc.
- Conduct timely research on various trustee functions (e.g., CCSTA conference) and complete and/or facilitate their registration, where appropriate.
- Attend to the travel and accommodation needs of trustees, as required, e.g., book flights, reserve hotel rooms, arrange for rental cars.
- Process expense claims submitted by trustees along with the necessary approvals.

B. Policy Support

- Monitor all policies and procedure guidelines of the Board and refer to the Director/Superintendents/Manager for review and update as required.
- Assist with the formatting and preparation of revised policies according to updates or edits from the senior team.



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| | | <ul style="list-style-type: none"> • Submit revised policies to the Policy Committee for further review; forward revised policies to the Board for approval as instructed by Committee. • Update website with approved policies ensuring reference to date of approval and motion number. • Monitor and ensure policies and procedures are filed and kept up to date. • Monitor and ensure website links for policies/documents remain operational. <p>C. <u>Other Administrative Duties</u></p> <ul style="list-style-type: none"> • Receive all in-bound calls, emails, and attend to visitors. • Review, evaluate and distribute incoming and outgoing mail/courier. • Review and prepare all documents, reports and other correspondence materials for the Director and Superintendents as required. • Maintain and update confidential records. • Plan and coordinate activities and events, e.g. principals' meetings, training etc. • Assist with the maintenance of Director's calendar, e.g. enter conference itinerary items, meetings etc. • Maintain daily appointments of the Director. • Review and approve various staff travel requests, cheque requests etc. • Approve Ministry documents online on behalf of the Director. • Monitor and ensure Director's office and Board office foyer reflect professionalism and appropriate liturgical seasons. • Attend several meetings attended by the Director (e.g. Admin Council, Senior Team, Strategic Planning) ensuring preparation of agendas; accurate meeting minutes and distribution to staff. |
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Department: Business

| Position | No. of Positions | Roles and Responsibilities |
|-------------------------------|------------------|---|
| Manager of Financial Services | 1 | <p>Job Overview</p> <p>Reporting to the Superintendent of Business, the Manager of Financial Services ensures effective and efficient operations of the financial functions within the School Board while providing leadership to the Business Department staff. Serving as a member of the senior administration team, the incumbent will</p> |



demonstrate a strong commitment to excellence, continuous improvement and team development. The Manager of Financial Services is responsible for managing the Board's accounting and financial reporting functions, leading the Board's annual budget process, providing expertise in internal controls and ensuring all business functions are conducted efficiently, in compliance with relevant legislation and accounting and financial reporting standards and in accordance with the Board's missions, policies, and Catholic values.

Responsibilities and Duties

A. Management of Accounting Functions & Staff

- Lead, coach, mentor and support staff within the Business Department.
- Manage all payroll and benefit functions and ensure all earnings and deductions conform to applicable collective agreements, Board policy, and legislative requirements (e.g. sign-off of pay; review CRA legislation to ensure compliance; etc.).
- Review and approve payroll payments.
- Supervise the administration of employee benefits with the provincial benefit trusts.
- Support the preparation of T4's and all other payroll reports and functions.
- Manage the accounts payable function to ensure vendors are paid in a timely manner.
- Review and approve invoices.
- Manage the accounts receivable function and ensure the organization is in receipt of funds.
- Review and approve deposits.
- Monitor the Board's liquidity position on a continuous basis.
- Approve, record, calculate, and process journal entries.
- Review and approve bank reconciliations on a monthly basis.
- Contact software support to resolve issues that arise within the School funds and Board software programs.
- Oversee the collection and validation of enrolment information related to financial responsibilities.
- Record and calculate capital assets.
- Extract information from the School Board software program to assist department's in completing required reports for a variety of stakeholders.



- Coordinate long-term financial planning and forecasting activities.
- Serve as a resource for Administrative Council and prepare financial reports, as required.

B. Preparation of Financial Statements & Auditor Support

- Prepare external and internal financial reports including audited financial statements, Ministry of Education reports, quarterly forecasts, and long-term project reports and cash management.
- Report and record Ministry grants.
- Coordinate the collection of internal/external requirements (e.g. outreach to other schools for the closing of School CashOnline financials, outreach for Actuary reports, etc.).
- Coordinate the completion and review of GL Working Papers.
- Review EFIS submission as part of Ministry reporting requirements.
- Meet with the Superintendent of Business to review final submission and sign-offs, as required.
- Present the financial position to senior leadership.
- Attend Board meetings when financial statements are presented.
- Attend all Audit Committee meetings and present, where necessary.

C. Budget Preparation

- Develop and maintain the Board's annual operating and capital budgets by working collaboratively with senior leadership and the Business Department to compile and present.
- Manage and review all input/output components provided by relevant stakeholder groups to ensure accuracy and completeness; validate any predictive modelling which may be utilized.
- Review EFIS submission as part of Ministry reporting requirements.
- Meet with the Superintendent of Business to review final submissions and sign-offs, as required.
- Present the overall budget position to senior leadership.
- Attend Board meetings when budgets are presented.
- Respond to inquiries from the Ministry, as required.

D. Staff Training and Support for Financial Systems, Tools, and Reporting



- Provide staff training and assistance to Principals, Secretaries, and other designated staff for monitoring and reporting of School funds.
- Provide staff training and assistance to Principals, Secretaries, and other designated staff for the School's online payment system.
- Provide staff training and assistance to Principals, Secretaries, and other designated staff for the budget and purchase order software.
- Set up new staff with School online payment system and purchase order software.

E. Continuous Improvement Processes

- Research enhancements, modifications, and technological advances in trends for cost containment to all functional areas.
- Identify efficiencies to streamline financial operations including system modifications and policy, procedure and process improvements as well as internal controls.
- Maintain an in-depth working knowledge of the Ministry of Education's funding formula.
- Develop departmental policies and procedures.
- Implement organization-wide changes, as required.
- Support the Superintendent of Business in managing School Board risk in alignment with applicable Board policies.

Payroll and Benefits Administrators

2

Job Overview

Reporting to the Manager of Financial Services, the Payroll & Benefits Administrator is responsible for collecting, verifying, and administering the payroll and benefit function across the Board. The incumbent will process payroll for union and non-union employee groups including the preparation and remittance of statutory payroll taxes and other related bi-weekly or monthly withholdings along with the issuance of pay slips. The Payroll & Benefits Administrator maintains corporate systems with employee data as necessary for the accurate and timely production of payroll and to ensure correct benefit coverage and leave entitlements. The position is responsible for year-end reconciliation of payroll, group benefit and pension information and the issuance of statutory reporting forms such as the T4/T4A. As a key non-union member of the Business team, the Payroll & Benefits Administrator acts as a point of contact for payroll & benefit inquiries and ensures all payroll and benefit functions are conducted efficiently, in compliance with relevant legislation and payroll reporting standards and in accordance with the Board's missions, policies, and Catholic values.



Responsibilities and Duties

A. Payroll Processing

- Process payroll for all employee groups (Admin; Principals; Teachers; CUPE; Occasional Teachers; Casual Support).
- Enter all long-term replacements in absence tracking system; load replacement employees into software.
- Review and verify time input source documents and process authorized adjustments.
- Execute sick leave files and upload to payroll for processing.
- Review and verify payroll calculations, finalize the payroll and prepare the payroll bank file.
- Upload payroll file to the bank and generate confirmation reports, as required.
- Issue employee payslips.

B. Payroll Remittances

- Prepare and process statutory payroll tax remittances.
- Prepare bi-weekly/month-end remittances of payroll withholdings and benefit payments.
- Prepare and upload monthly pension reports; prepare remittances.
- Ensure all approved payroll & benefit disbursements are forwarded to accounts payable.

C. Payroll Year-End Processing

- Complete year-end processing to ensure accurate and timely production of T4/T4A forms.
- Review year-end payroll audit reports; prepare and enter authorized adjustments.
- Administer year-end processing within the payroll system to secure year-to-date (YTD) payroll data and setup system parameters and accumulators for the new payroll year.
- Balance all payroll deductions on T4 Summary with payroll deduction reports.
- Coordinate and process any payrolls due in the first week of January.
- Prepare and issue T4/T4A forms to employees by end of February deadline.
- Respond to any inquiries from employees, as required.



D. Pension Year-End Processing

- Review year-end pension audit reports for OMERS and TPP; follow-up on errors/warnings.
- Prepare and enter authorized adjustments to ensure all service records are correct.
- Ensure all required forms have been processed (e.g. termination; leaves).
- Submit year-end pension files to the respective pension plans by the required due dates.
- Respond to any inquiries from employees or pension plans, as required.

E. New School Year Setup

- Collect and organize staffing spreadsheets from Human Resources; administer authorized salary changes.
- Update full-time equivalents (FTE) for employee position changes and update long-term disability (LTD) spreadsheet.
- Create pay periods for the new year and apply to all employees.
- Add new employees to HRIS and other related systems for payroll, pension, and benefits.
- Complete 'test runs' of payroll for each group to ensure accuracy.
- Run new sick leave process and apply new entitlements to employees; adjust to ensure accuracy.

F. Catholic Education Foundation Management

- Manage School Cash account and record debit and credit entries.
- Issue and send out all income tax deductible receipts for all divisions of the Catholic Education Foundation (i.e., General; AsOne; and Helping Hands, Caring Hearts).
- Receive and maintain records of requests for financial aid from Helping Hands, Caring Hearts, and prepare cheques for recipients.
- Record all donations and complete monthly bank reconciliations.

G. Insurance / General Administration

- Respond to insurance related questions and perform as the liaison person for insurance matters.
- Set up and register new members for online access to insurance portal.



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| | | <ul style="list-style-type: none">• Provide reporting to Ontario School Boards' Insurance Exchange (OSBIE) as required.• Assist schools regarding the preparation of incident reporting in accordance with insurance requirements.• Review and verify expenses related to travel and accommodation for all Board employees.• Organize travel arrangements and secure pricing for hotels and vehicle rentals.• Prepare credit card reconciliations and present for posting.• Administrative duties as assigned. |
| Financial Services Clerks | 2 | <p>Job Overview Responsible for providing financial services clerk functions including accounts receivable, accounts payable, and payroll functions for the Business Department.</p> <p>Responsibilities and Duties</p> <ol style="list-style-type: none">1. <u>Documentation and Reporting</u><ul style="list-style-type: none">• Complete searches, input/export/validate data and generate reports and lists from various programs and applications. Edsembli, School Cash Online, MPAC, etc.• Review and prepare documents, reports and other correspondence for the Business Department as required.2. <u>Accounts Receivable Support</u><ul style="list-style-type: none">• Reviews student registrations against assessment roll to confirm catholic school support and follow up with required letter and forms to have support re-directed as required• Reviews lists of other pupils of the board, confirms students in system, confirms with school and first nation partners, and routes invoices to board's business office for invoicing• Tracks and summarize financial transactions on a monthly basis3. <u>Accounts Payable Support</u><ul style="list-style-type: none">• Completes searches, inputs data, validates data, and generates reports and lists from various programs and applications• Receives, processes, verifies, reconciles, and completes payment of invoices• Sets up cheque run, validates invoices, enters account numbers, reviews taxes and makes appropriate |



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| | | <p>adjustments, submits for quality assurance and runs batches</p> <ul style="list-style-type: none">● Seeks approval and distributes invoices in accordance within approval limits● Reconciles processed work, verifies entries, and compares system reports to balances● Tracks invoices and the payment process and follows up as required● Sets up new vendors in the system, responds to vendor inquiries, and forwards purchase orders <p>4. <u>Business Department Support</u></p> <ul style="list-style-type: none">● Sources items, provides costing information, prepares and tracks purchase orders, checks receipts against orders, enters account number, and routes paperwork to accounts payable● Tracks and summarizes financial transactions on a monthly basis● Tracks Purolator services on spreadsheet, requests credit when appropriate and routes documents to board's business office for invoicing● Performs other duties as may be required <p>5. <u>School Cash Management</u></p> <ul style="list-style-type: none">● Support the schools with various transactions related to School Cash reporting;● Verifying allowable HST rebates associated with school expenses● Ensure that all monthly School Cash reconciliations are completed in an accurate and timely manner <p>6. <u>Office Administration</u></p> <ul style="list-style-type: none">● Answers phone, directs calls, takes messages, photocopies, scans, faxes, prints, labels, and stuffs envelopes, along with other clerical duties● Receives and sorts mail into mailboxes and receives and prepares courier packages, as required● Maintains file system |
| Senior Financial Analyst | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Finance, the Senior Financial Analyst supports financial and business activities by preparing the estimated and revised budgets based upon established priorities and analysis of prior year salary expenses. The incumbent ensures strategic allocation of PPF dollars, tracks and analyzes grants, and prepares year-end financial reports associated with each PPF. The Senior Financial Analyst provides support to School Secretaries in the completion of</p> |



monthly bank reconciliations and year-end rollovers/Harmonized Sales Tax (HST) rebates. Additionally, this position assists the Plant Department in completing the annual capital summary. The Senior Financial Analyst assists in the completion of year-end financial statements for submission to the Ministry and auditors, as required, and ensures all business functions are conducted efficiently, in compliance with relevant legislation and accounting and financial reporting standards and in accordance with the Board's missions, policies, and Catholic values.

Responsibilities and Duties

A. Monthly Accounting Functions

- Record monthly GSN and PPF payments in Edsembli from the Ministry; complete bank/PPF reconciliations.
- Clear all cheques in Edsembli which have cleared the bank; complete outstanding cheque reconciliation.
- Download statements and prepare vendor payment files, balance statements, and allocate expenses to appropriate schools and employees.
- Issue payments for Bell, Xerox, WSIB and cell phone reimbursements.
- Review monthly benefits file as prepared by Payroll and issue appropriate payment.
- Ensure expenses being incurred are compliant with PPF grant agreement.

B. Prepare Estimate Statements and Revised Statements

- Monitor/track/prepare weekly report on JK/SK enrolments for Admin Council.
- Utilize enrolment reports and forecast to estimate September enrolment as it relates to estimate statements (Salaries & Benefits, Resources, programming).
- Prepare Teacher Salary & Benefits based upon classroom organization charts.
- Prepare Salary & Benefits for CUPE, Non-Union and other groups based upon HR data.
- Maintain the Tangible Capital Asset file, record capital additions and amortize capital assets.
- Track employee data and union group data that is required for Ministry reporting.
- Maintain schedules in EFIS to ensure no unexplained errors/warnings.



- Respond to Ministry queries upon file submission, as required.

C. March Capital Report and Financial Statements

- Complete the March Capital Report for the Ministry in collaboration with the Manager of Financial Services and the Plant Maintenance Coordinator.
- Generate capital accounts report to determine if expenses are capital or operating in nature.
- Pull and organize capital invoices based on projects to calculate holdbacks and provide backup to auditors, as requested.
- Maintain schedules in EFIS to ensure no unexplained errors/warnings.
- Respond to auditor requests, as needed.
- Collaborate with Manager of Financial Services to meet requirements for the Financial statement submission.

D. School Level Assistance

- Assist in preparation of School budgets by analyzing previous year's budgets.
- Complete reporting for School level funding (e.g. Young Travellers Program; Fruit & Vegetable Program; Parents Reaching Out, etc.)
- Calculate School budget carryovers based upon previous year's spending.
- Ensure expenses being incurred are in compliance with grant agreement.
- Assist Secretaries in the completion of monthly School bank reconciliations.
- Monitor School budgets and complete journal entries to reallocate expenses within the budget, as required.

E. Preparation of Financial Reports for Funding Groups & External Requests

- Assist in tracking, analyzing, and reporting on program leads budgets.
- Calculate salaries and benefit expenses for temporary positions created by program leads.
- Provide Municipal auditors with confirmation of payments received.
- Receive and process Freedom of Information request, as required.



- Meet with Kev Group (School Cash Vendor) to review monthly progress on utilization of School cash software.

Financial Analyst

1

Job Overview

Reporting to the Manager of Financial Services and working within a strong team environment, the Financial Analyst assists the Manager of Financial Services by providing expertise in budgeting, purchasing, and accounting services to the board. In this confidential non-union position, the Financial Analyst performs as an integral member of a team and contributes to excellence in Catholic education.

Responsibilities and Duties

- Assist with preparing the Annual and Revised Budget and implementing budget controls through continuous monitoring and reporting of performance against plans.
- Assist with the development of the Capital Budget with support from the Plant Department.
- Assist with the strategic allocation of Priorities and Partnership Funding.
- Assist with the reporting and recording of Ministry grants through the Grants for Students needs and Transfer Payment Agreements.
- Supports completion of the annual Financial Statements, including ensuring the external auditor's requests are met.
- Assist with the reporting and recording of financial transactions of the Catholic Education Foundation.
- Provides budgeting and invoicing support to the school board system (ex. Principals, Curriculum and Special Education Departments).
- Supports the competitive purchasing process through effective sourcing, tendering, and adherence to the Broader Public Sector Procurement Directive.
- Provides cross functional support as needed.
- Assist the Manager of Financial Services in the establishment of efficient and effective accounting systems and internal controls.
- Performs other duties as may be required by the Manager of Financial Services.

Department: Human Resources



| Position | No. of Positions | Roles and Responsibilities |
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| Manager of Human Resources | 1 | <p>Job Overview</p> <p>Reporting to the Superintendent of Education, the Manager of Human Resources is a strategic and hands-on partner, responsible for developing and executing the Board's Human Resource strategy in collaboration with Administration. The Manager of Human Resources works closely with all departments and schools, acting as a trusted advisor and subject matter expert to the Leadership Team for all Human Resource matters by providing direction, leadership and coaching. The incumbent also provides leadership and supervision to the Human Resources staff team to ensure the delivery of strong, efficient and reliable client services that meets the needs of the Board. The Manager of Human Resources plays a key role in promoting the Board's culture of care by modelling organizational values and ensuring all human resource functions are conducted efficiently, in compliance with relevant legislation, collective agreements, and employment standards and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Labour Relations</u></p> <ul style="list-style-type: none">• Oversee the management of collective agreements for all Union groups including the negotiation and administration of collective agreements and/or terms and conditions for all employee groups.• Oversee the grievance and grievance resolutions process including mediation and arbitration.• Investigate, address and resolve employee relations issues, including disciplinary matters.• Facilitate alternative dispute and conflict resolution approaches for issues of concerns identified by unions and/or leadership. <p>B. <u>Staffing Processes for Unionized Groups</u></p> <ul style="list-style-type: none">• Oversee daily staffing processes (EasyConnect) and front desk process to ensure positions are filled.• Ensure longer term absences have appropriate staffing coverage.• Lead staffing activities for all unionized groups including planning, preparation, and ensuring compliance with classroom arrangement.• Work collaboratively with the Business Department to ensure staffing plans remain within budget. |



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| | | <p>C. <u>Human Resources/Business Partner Consulting Support</u></p> <ul style="list-style-type: none"> • Provide advice on complex human resource and leadership issues including labour/employee relations, recruitment, compensation, staff development/training, legal compliance and employment legislation. • Support leadership, Admin Council and the HR Department staff team in ensuring compliance with collective agreements, policies, procedural guidelines and applicable legislation. <p>D. <u>Internal & External Staff Recruitment</u></p> <ul style="list-style-type: none"> • Ensure all recruitment activities are executed in a manner that is compliant with collective agreements, the Education Act (academic staff), policies, procedural guidelines, and applicable legislation. • Work collaboratively with leadership to develop effective succession planning to ensure adequate staff levels are maintained. <p>E. <u>Attendance Management Support</u></p> <ul style="list-style-type: none"> • Oversee managing absenteeism across the Board and provide support to the Attendance Support Administrator for complex case management for both occupational and non-occupational absences. • Develop and oversee protocol document to ensure adequate staff levels are in place during times of high absenteeism. • Ensure compliance with attendance support policy and procedural guidelines; deal with Stage 3 attendance support matters. • Ensure compliance with Disability Case Management and non-occupational complex cases. • Oversee and/or provide direct involvement in complex return-to-work (RTW) cases as outlined in the RTW policy and procedural guidelines. |
| Human Resources Administrators | 2 | <p>Job Overview</p> <p>Reporting to the Manager of Human Resources, the Human Resources Administrator, in this confidential non-union position, performs as an integral member of the Human Resources team providing a service-based approach to client groups, including all principals, vice-principals, teachers, staff, Senior team and public/stakeholders, in order to ensure long-term quality improvement and excellence in achieving the needs of the Board.</p> |



Responsibilities and Duties

A. Labour Relations

- Interpret, assist and advise administrators (Principals, Vice-Principals, Senior team) and employees regarding collective agreement language.
- Support and collaborate with the Manager of Human Resources in grievance meeting preparation for OECTA, including research and grievance responses.
- Support the Manager of Human Resources on investigations related to employee disputes and/or misconduct.
- Organize and facilitate OECTA Labour Management meetings including preparation of required documentation and recording minutes.
- Sit as a member of the management OECTA bargaining committee and support preparation of Board proposal, including research.
- Maintain record of OECTA qualifications, placement and surplus listings.
- Provide support in local bargaining prep and legislation changes impacting Collective Agreement language and, participate as member of the OECTA local bargaining teams.
- Monitor Collective Agreement timelines for OECTA and ensure compliance with key dates.

B. HR Analytics, Reporting and Databases

- Prepare HR analytics and the collection and application of data to improve outcomes, including the development and maintenance of HR databases required for staffing and planning purposes (ie., succession planning, skills inventory, qualifications).
- Maintain employee data and related reporting.
- Manage reporting related to employee absenteeism, including annual absence study and other Ministry reporting, as required for financial statements.
- Support OECTA Staffing process by maintaining and providing appropriate documentation required for process prior to and at staffing meeting in June of each year.
- Provide support as required for CUPE (EA, ECE, Clerical and Plant) staffing process and ensuring HR Assistants have completed the required documentation.



- Provide direction and support to Human Resources Assistants on Easy Connect troubleshooting.

C. Recruitment and Onboarding

- Co-ordinate and provide support on the administration of the staffing and recruitment activities for OECTA for assigned schools/departments, including the preparation of job postings with qualifications, LTO summary, screening of applications, conducting reference checks, and informing applicants of their offer or rejection of employment.
- Work collaboratively with other HR Administrator on the administration of all recruitment activities for non-union positions.
- Prepare onboarding documentation, including compensation entitlement needed for new teacher and non-union hire packages for identified schools/departments, ensuring compliance with legislation and mandatory training and documentation.
- Prepare documentation, revise LTO summary and update databases for end of long-term occasional contracts.
- Prepare contracts for Continuing Education teachers, special education and Curriculum as assigned and ensure the necessary information and documentation is obtained.
- Develop and research interview questions and technical/practical testing based on best practice, as required in preparing interview questions for hiring panel.
- Provide support and direction as required to Human Resources Assistants in preparation of job postings and documentation for CUPE positions for assigned schools.
- Work collaboratively with other HR Administration on the recruitment and onboarding for all external hires by ensuring a consistent process is followed and all required documentation and mandatory training has been completed prior to start date.
- Identify staffing needs across the system for educators and make recommendations on recruitment efforts and initiatives (i.e., new teacher recruitment fairs at universities).

D. Long Term Leave Processing



- Process and monitor long term disability documentation for all employee groups, including the completion and submission of Administrator's statement for LTD benefits.
- Record long term leave requests approved as per Collective Agreement guidelines (i.e., maternity leaves, unpaid leaves).

E. Compensation and Benefits

- Calculate and maintain a record of salaries for teachers in Sault Ste. Marie elementary schools, in accordance with the various Collective Agreements and provide payroll with these salaries and any necessary updates and changes as required.
- Calculate and maintain a record of salaries for non-union staff, etc., and provide payroll with these salaries and any necessary updates and changes as required.
- If requested, participate as an active member of CUPE Job Evaluation Committee and complete update to CUPE job descriptions as required.
- Lead on non-union job evaluation process and update of job descriptions, as required.

F. HR Administration

- Ensure confidentiality of employee information contained on file and authorize disclosure of personal information in accordance with Freedom of Information and Privacy Act (e.g. provide authorized information from the employee's personnel records when requested by financial institutions).
- Maintain confidential HR Database (Edsembli) and regularly update personnel information (e.g., demographic information, training, OCT qualifications).
- Manage sensitive and confidential matters, such as employee relations, and organizational changes, planning and protecting the security of information, data and files.
- Maintain statistical information and generate monthly reports as required (e.g., Stats Canada – Job Vacancy and Wage Survey).
- Respond to general HR enquiries and receive routine correspondence and draft appropriate responses.
- Support Manager of HR in development and revision of HR policies related to timeline and/or legislation changes.



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| | | <ul style="list-style-type: none">● Assist the Manager of Human Resources with research and other special projects, as requested. |
| Human Resources Administrative Assistant - A | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Human Resources, the Human Resources Assistant / Administrative Assistant (A) provides support to both the Human Resources Department and Superintendent of Education. The role is a confidential non-union position that assists with the coordination and administration of recruitment and other staffing functions. The incumbent provides administrative support to the Superintendent and attends to the service needs of the senior team as requested.</p> <p>Responsibilities and Duties</p> <p>A. <u>Recruitment Support</u></p> <ul style="list-style-type: none">● Monitor and identify posting requirements for Noon-Hour Aide and Plant Group positions.● Create job postings for Noon-Hour Aide and Plant Group vacancies.● Assist with application screening, prepare job summaries, setup interviews and facilitate testing of applicants for external hiring.● Review reference check information and submit to the hiring panel for a decision.● Prepare employment offer letters and distribute hiring packages; track and monitor hiring packages.● Update new employee related information for Noon-Hour Aide and Plant hires in Edsembli and Health & Safety Portal.● Assist with onboarding activities for new Noon-Hour Aide and Plant hires. <p>B. <u>Apply to Education Platform/Staffing Support</u></p> <ul style="list-style-type: none">● Act as the first point of contact for Apply to Education platform and troubleshoot system issues; update system with new information as necessary.● Act as first point of contact for the Front Desk Reception, Superintendents, Principals, Vice-Principals, and all other staff on daily staffing issues, or as directed by the Manager of Human Resources.● Monitor and update employee lists for Apply to Education platform and casual call-outs.● Maintain the HR database and ensure the system is functioning properly.● Create yearly calendar of holidays and events including PA days. |



- Monitor Apply to Education platform and ensure employees are listed according to proper locations at the beginning of each school year.
- Monitor the platform and change absent codes and allocation groups as appropriate for accounting purposes.
- Assist with employee support and training at the front desk, e.g. use of training manuals, system issues, account set up etc.
- Collaborate with Administration regarding the movement of employees and filling of vacancies when staff shortages occur.
- Prepare and distribute monthly contact reports for unions. Issue reports concerning employee related data to the Board or Ministry as requested.

C. Leave Management/General HR Duties

- Add new hires and seniority employees with Vacation Pay tracking spreadsheet, monitor and review vacation increases of all staff.
- Prepare letter for pay increases and issue payroll notification; send letters to employees and unions.
- Track lieu days for accuracy; verify if employees have accumulated lieu time for requested vacation days. Deduct lieu days from bank of hours when requested.
- Monitor and track absences (e.g. 5 consecutive days); advise employees about lack of documentation for absent days as required by the Attendance Support Administrator.
- Provide authorized information from the employee's personnel records when requested by financial institutions.
- Prepare letters, answer phone calls, distribute mail, create spreadsheets for the HR Department etc.
- Monitor and maintain past and present employee files, ensuring confidentiality is observed in the updating of all records.

D. Administrative Support

- Provide support to the Superintendent of Education including answering phone/email inquiries, maintaining confidential records, booking of travels etc.
- Review and prepare all documents, reports, and other correspondence/materials for the Superintendent, upon request.



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| | | <ul style="list-style-type: none">• Setup meeting invites for committees. Take and distribute meeting minutes, upon request.• Coordinate Student Teacher Placement through communication with colleges and universities. Ensure students submit prior training documentation before placement in schools.• Submit Ministry reports for occurring events or updates, e.g. Yearly Board Calendar, suspensions, violent incidents etc.• Assist in the planning of special events including celebration events for years of services and retirement parties.• Assist with the organization of Professional Development sessions and activities for Faith Day. |
| Human Resources Administrative Assistant - B | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Human Resources, the Human Resources Assistant / Administrative Assistant (B) provides support to both the Human Resources Department and Superintendent of Education. The role is a confidential non-union position that assists with the coordination and administration of recruitment and other staffing functions. The incumbent provides administrative support to the Superintendent and attends to the service needs of the senior team as requested.</p> <p>Responsibilities and Duties</p> <p>A. <u>Recruitment Support</u></p> <ul style="list-style-type: none">• Identify posting requirements for CUPE EA, ECE and Clerical Groups and prepare job postings accordingly.• Monitor website postings for CUPE positions and ensure new postings are added. Email postings to all employees and union representatives.• Monitor and maintain CUPE Placement listings; ensure listings are kept up to date.• Schedule interviews, as requested for non-union positions (e.g., non-union, non-certified).• Provide support as requested in the external hiring process, including assisting in the organization of monthly standing interviews.• Notify management and staff of new hires; participate in the coordination of onboarding activities.• Prepare offer letters (unionized staff) and distribute to new hires and appropriate union personnel. |



- Maintain the Long-Term Summary and advise union representatives, Payroll, and School Administration of the beginning and ending of all temporary postings.

B. Apply to Education Platform/Staffing Support

- Act as the second point of contact for Apply to Education platform and troubleshoot system issues; update system with new information as necessary.
- Act as second point of contact for the Front Desk Reception, Superintendents, Principals, Vice-Principals, and all other staff on daily staffing issues, or as directed by the Manager of Human Resources.
- Assist with the uploading of staffing data for permanent and casual staff when requested.
- Monitor data in Apply to Education platform and ensure accuracy; correct errors that are identified.
- Monitor Apply to Education platform and ensure employees are listed according to proper locations at the beginning of each school year.
- Collaborate with Administration regarding the movement of employees and filling of vacancies when staff shortages occur.
- Prepare and distribute monthly contact reports for unions. Issue reports concerning employee related data to the Board or Ministry as requested.

C. General HR Duties

- Provide verbal and written responses to all general HR inquiries.
- Maintain all Casual EA/ECE/Clerical/NCERT/OCC Teacher call out lists. Update availabilities with leaves and temporary postings and provide front desk with weekly call out lists.
- Create new employee files and maintain current and inactive filing systems.
- Monitor and track performance appraisals for all CUPE and OECTA employees.
- Prepare paperwork for all OECTA LTO's (Contract, Teacher Placement Form, NTIP form).
- Assist in the planning of special events including employee celebration events for years of services and retirement parties.
- Provide support to the Manager of Human Resources as requested in preparing for attendance support meetings, e.g. reviewing of absenteeism reports.



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| | | <ul style="list-style-type: none"> ● Maintain database of leave request forms. ● Record and update all records related to Maternity Leaves, Leaves of Absence, Personal Leaves, Occasional Employee leaves, and notify the Payroll Department of same. <p>D. <u>Administrative Support</u></p> <ul style="list-style-type: none"> ● Provide support to the Superintendent of Education including answering phone/email inquiries, maintaining confidential records, booking of travels etc. ● Setup meeting invites for committees. Take and distribute meeting minutes, upon request. ● Assist in the planning of special events including employee celebration events for years of services and retirement parties. ● Assist with the organization of Professional Development sessions and activities for Faith Day. ● Create purchase orders for various departments that are connected to the Superintendent's portfolio. ● Review and approve as appropriate all Non-Catholic and Out of Zone requests and notify the relevant persons. |
| Attendance Support Administrator | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Human Resources, the Attendance Support Administrator is responsible for attendance monitoring and leads the Board Attendance Support Program. The incumbent is responsible for the daily administration of the Short-Term Leave (STL) and disability provisions. The incumbent coordinates the Attendance Support Program for all Board Staff to ensure that the program is implemented fairly and consistently. The Attendance Support Administrator monitors absence statistics, provides absenteeism reports, and maintains confidentiality of medical information.</p> <p>Responsibilities and Duties</p> <p>A. <u>Attendance Monitoring and STD Support</u></p> <ul style="list-style-type: none"> ● Monitor absenteeism and maintain contact with employees regarding absences; conduct periodic follow-ups to ensure timely receipt of supporting medical documentation. ● Interpret medical information provided in conjunction with job specific requirements and make decisions regarding suitability to conduct duties. |



- Monitor sick leave absences to ensure that employees are being topped up if applicable and accurate adjustments are sent to payroll (i.e. days at 90%).
- Communicate with the Long-Term Disability adjudicators and provide them with any required information or documentation regarding claims.
- Track and acknowledge when doctor's notes are received in accordance with the Board Attendance Support Program, the STLDP and Union Collective Agreements.
- Advise HR manager of scenarios of culpable absenteeism.

B. Attendance Support Program

- Coordinate the annual review process for the Attendance Support Program.
- Facilitate and lead the first two (2) levels of the Attendance Support Program meetings (in some cases along with the employee's supervisor) with employees and their union representative.
- Assess and determine the reasons for absenteeism and provide employees with assistance as necessary to support regular attendance at work.
- Obtain employee absenteeism data, to prepare reports and provide accurate information to Administration and supervisors regarding employee attendance.
- Prepare attendance reports and identify trends and/or discrepancies in reporting. Discuss attendance patterns and concerns with supervisors, Human Resources Manager, and Admin Council, as appropriate.

C. Other Administrative Duties

- Act as primary contact for all Workplace Safety & Insurance Board (WSIB) claims for occupational injury/illness.
- Complete WSIB reporting requirements related to workplace incidents; respond to inquiries and liaise with WSIB and SBCI as required.
- Manage all non-occupational injury/illness absences.
- Develop appropriate return to work (RTW) or accommodation plans in consultation with employee and principal.



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| | | <ul style="list-style-type: none">• Collaborate with the Health and Safety Officer as necessary to support health and safety procedures and processes of the Board. |
| Receptionist / Switchboard Operator | 1 | <p>Job Overview Responsible for providing front-line reception and switchboard service for board office and administrative support functions for human resources and information technology departments.</p> <p>Key Duties</p> <ol style="list-style-type: none">1. <u>Documentation and Reporting</u><ul style="list-style-type: none">• Completes searches, inputs data, validates data, and generates reports and lists from programs and applications• Supports the staff replacement process, makes emergency call-out requests and maintains records• Enters staff replacement data into payroll system2. <u>Switchboard/Reception</u><ul style="list-style-type: none">• Answers switchboard, directs calls and takes messages, including summer transcript requests• Monitors visitors access to board office, provides front-counter reception services and directs visitors appropriately3. <u>Financial Activities</u><ul style="list-style-type: none">• Sources items, provides costing information, prepares and tracks purchase orders, checks receipts against orders, enters account number, and routes paperwork to accounts payable• Tracks and summarizes financial transactions on a monthly basis• Tags received items and ships to requester• Sends out equipment for repairs and processes invoices4. <u>Office Administration</u><ul style="list-style-type: none">• Makes photocopies, scans, faxes, prints, labels, stuffs envelopes, applies postage along with other clerical duties• Receives and sorts mail into mailboxes and receives and prepares courier packages• Maintains file system including creating, retrieving, and archiving• Troubleshoots and coordinates repairs for malfunctioning equipment |



Department: Plant

| Position | No. of Positions | Roles and Responsibilities |
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| Manager of Plant Services | 1 | <p>Job Overview Reporting to the Superintendent of Business, the Manager of Plant Services oversees the construction, renovation, repair, and maintenance of all Board facilities and provides overall leadership and supervision to the Plant Department staff. The incumbent manages the planning of capital projects and coordinates Ministry Building Assessments as well as retains and coordinates professional services supporting capital projects. The Manager of Plant Services ensures all Board facilities are equipped with appropriate furniture, cabinetry, equipment, and maintenance supplies in addition to planning and supervising a program of maintenance of schools and equipment to ensure all tools, equipment, and supplies are maintained in good condition. The Manager prepares and oversees the annual plant budgets, maintenance priorities and cost estimates as well as reviewing and approving work orders and invoices for capital and operational plant activities. The incumbent is responsible for Building security and monitoring and ensures all Plant functions are conducted efficiently, in compliance with relevant legislation and accounting and financial reporting standards and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Capital Planning</u></p> <ul style="list-style-type: none"> ● Plan and budget for all capital projects based on annual Ministry of Education funding envelope and Ministry Building Assessments. ● Research and retain professional services to support capital projects (e.g. architects; consulting engineers, etc.). ● Meet, plan, and provide input to consultants to establish project scope and monitor progress to ensure the Board needs are met. <p>B. <u>Capital Project Supervision</u></p> <ul style="list-style-type: none"> ● Supervise all construction projects and liaise regularly with professional services such as |



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| | | <p>architects, engineers, inspectors, City department representatives, and Ministry officials.</p> <ul style="list-style-type: none"> ● Review construction drawings, specifications, and design proposals. ● Monitor project progress, milestones, and budgets. <p>C. <u>Leadership of Plant Operations and Staff</u></p> <ul style="list-style-type: none"> ● Provide daily leadership and direction to Plant supervisors and unionized staff to ensure effective and efficient operational service delivery. ● Oversee the purchasing of tools, equipment, and Plant supplies. ● Oversee and approve the scheduling of work orders related to major repairs and maintenance activities. <p>D. <u>Maintenance & Security</u></p> <ul style="list-style-type: none"> ● Plan and supervise a program of maintenance for Schools and equipment to ensure all is maintained in good condition and working order. ● Prepare, review, and ensure implementation of annual plant budgets, establish and monitor maintenance priorities, and cost estimates. ● Oversee building security and monitoring functions. <p>E. <u>Invoice Approval</u></p> <ul style="list-style-type: none"> ● Review and approve payment for all Plant-related invoices for capital projects, professional services, maintenance work, and plant supplies. |
| Administrative Assistant | 0.5 | <p>Job Overview</p> <p>Reporting to the Manager of Plant Services and Manager of Information Technology, the Administrative Assistant, Plant Services & IT provides administrative supports the Plant Services Department and the IT Department. The incumbent participates in the completion of purchase orders, sorting and distribution of invoices, preparation of bid packages and issuing and opening of tenders, monitoring of health and safety requirements other general administrative activities for the departments.</p> <p>Responsibilities and Duties</p> <p>A. <u>Purchasing and Accounting Support</u></p> <ul style="list-style-type: none"> ● Request and receive quotes for purchasing of items for Plant and Information Technology operations, e.g. equipment, supplies, furniture etc. |



- Prepare purchase orders using Edsembli accounting software for the purchasing of items.
- Monitor and ensure products are received according to purchases in Edsembli software.
- Sort and code invoices and attach to work order database for the Plant Department. Review invoices and confirm accuracy.
- Monitor, track and file invoices for the IT Department.
- Assist with Requests for Proposals (RFP) and tenders. Prepare bid packages and send out for tender and attend tender openings. Prepare documents and purchase orders for successful tenders.
- Reconcile credit card statements for the IT Department and monitor budgeting spreadsheets.
- Assist with the submission of budget requests through compilation of summaries for departments.
- Assist with the calculation of payroll information for Plant employees and submit to Payroll, e.g. allowances, bonus time etc.

B. Health & Safety and Security

- Monitor, track, order and distribute occupational health & safety and first aid products to relevant staff.
- Record, prepare and distribute meeting minutes for Joint Health and Safety Committee on a quarterly basis.
- Monitor, identify and collect current WSIB and Insurance certificates for contractors.
- Collect and file vehicle inspection reports.
- Identify and prepare health and safety training material for new casual employees.
- Monitor PPE (including COVID gear) based on inventory; order and distribute to employees as required.
- Maintain and monitor keyless entry system ensuring security standards are observed.
- Create user profiles and issue access for entry to employees using the established software database.
- Maintain and monitor key inventory; issue and collect keys from employees.
- Collect and file security reports.

C. General Administrative Duties

- Review and prepare all documents, reports and other correspondence or materials for supervisors of Plant/IT.



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| | | <ul style="list-style-type: none">• Maintain and update confidential files and records.• Monitor the employee database and update posting changes and pay rates.• Assist with the preparation of reports, e.g. energy reporting, absence reporting in the attendance system etc.• Monitor IT ticketing system at the beginning of each workday and assign tickets to technicians.• Maintain office scheduling calendars and events.• Prepare bereavement cards when necessary and assist with token distribution.• Prepare travel arrangements with a keen attention to detail.• Receive and screen all in-bound calls, emails, visitors etc. Interact respectfully with clients and maintain a high level of confidentiality.• Display a professional image in conducting office functions and relating to all employees, management, executives and visitors. |
| Plant Maintenance Coordinator | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Plant Services, the Plant Maintenance Coordinator is responsible for supervising day-to-day operations and staff for maintenance activities across the Board facilities. The incumbent manages Plant delivery services, oversees fleet management activities, and coordinates outside contractors. The Coordinator oversees snowplowing, grass cutting, and annual inspection contracts as well as collaborating with manufacturers' representatives on the safe and proper use and maintenance of Plant equipment. The Plant Maintenance Coordinator assists with capital planning and provides support to capital projects and outside contractors. The incumbent receives repair requests, initiates work orders for facilities across the Board and authorizes corresponding staff assignments to ensure Plant and facilities maintenance functions are conducted efficiently, in compliance with relevant legislation and accounting and financial reporting standards and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Maintenance Staff Supervision</u></p> <ul style="list-style-type: none">• Supervise the Maintenance Carpenter and Maintenance Helper.• Issue and monitor work orders via the online work order system (e.g. mounting bulletin board/whiteboard/chalkboard/TV; locksmithing; minor |



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| | | <p>carpentry; furniture/custodial equipment repairs, etc.).</p> <p>B. <u>External Contractor Work</u></p> <ul style="list-style-type: none">• Receive and initiate repair requests from all Board facilities.• Issues work orders in response to repair requests for plumbing, electrical work, HVAC repairs, roofing repairs, etc.• Liaise with external contracts to meet maintenance needs, as required. <p>C. <u>Contract Administration</u></p> <ul style="list-style-type: none">• Coordinate and administer external contracts for snow removal, grass cutting, and inspections (e.g. Life Safety Systems) to ensure adherence to specifications. <p>D. <u>Capital Work</u></p> <ul style="list-style-type: none">• Provide assistance with capital planning process.• Collaborate with architects, engineers, and contractors on capital projects, as required.• Complete Capital Reporting to the Ministry of Education.• Update the 5-Year Capital Plan. <p>E. <u>Fleet Management</u></p> <ul style="list-style-type: none">• Coordinate vehicle repairs, licensing, and GPS monitoring for seven (7) Board vehicles. |
| Supervisor of Carestaff | 2 | <p>Job Overview</p> <p>Reporting to the Manager of Plant Services, the Supervisor of Caretakers is responsible for the supervision, coordination and effective scheduling of unionized Caretakers. The Supervisor ensures that schools and Board facilities remain clean and stocked with appropriate cleaning and maintenance supplies. This role involves travelling throughout the Board's jurisdiction as required.</p> <p>Responsibilities and Duties</p> <p>A. <u>Caretaking & Staff Supervision</u></p> <ul style="list-style-type: none">• Supervise, coordinate, and schedule the activities of permanent and casual Caretakers.• Monitor the duties of Caretakers and ensure they are effectively and efficiently conducted as required. |



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| | | <ul style="list-style-type: none"> • Coordinate and monitor deliveries of supplies, equipment, and furniture to all the Board facilities. • Monitor and ensure the upkeep of Caretakers' monthly logs fire alarm, emergency lighting, eyewash stations etc. • Perform tests of new caretaking materials and equipment and report results to the Manager of Plant Services. Maintain a log of test results. • Maintain a daily log of school visits, including any pertinent interactions with Caretakers and school administration. • Assist in the identification, investigation, correction and documentation of potential health and safety issues. • Provide training to all new casual Caretakers in job duties, health and safety procedures and Board policy. • Inspect facilities and ensure a high standard of cleanliness and maintenance/state of repair. <p>B. <u>Staff Scheduling</u></p> <ul style="list-style-type: none"> • Create weekly work schedule for Caretakers. • Monitor shifts and contact casual Caretakers for assignment of shifts. • Create and establish cleaning schedules and proper work methods for Caretakers. • Create modified work plans for Caretakers and attend return-to-work meetings. |
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Department: Communications

| Position | No. of Positions | Roles and Responsibilities |
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| Communications Officer | 1 | <p>Job Overview Reporting to the Director of Education or Superintendent of Education/Business, the Communications Officer performs as an integral member of the Board team in delivering communications objectives and promoting the Huron-Superior Catholic District School Board and Catholic education. The incumbent assists the Board through communications, promotional and liaison functions, ensuring a positive image of the Board and schools.</p> <p>Responsibilities and Duties</p> <p>A. <u>Communications</u></p> |



- Prepare visuals for a variety of publications, including, but not limited to, newsletters, the Board's annual report, and brochures.
- Attend various Board functions and locations to record and report on activities of interest, e.g., photographs, filming videos, and communicating the events effectively.
- Prepare news releases as directed, including drafting, reviewing, and submitting them to various media outlets.
- Draft various articles, speeches, and other documents as required.
- Assist with crisis communications.
- Respond to emails, phone calls, and online comments, as appropriate.
- Maintain and update the Board's website and social media accounts, including current news items and announcements.

B. Promotions

- Create advertisements for all media forms, including print, radio, video, and Internet.
- Coordinate the development of videos, displays, exhibits, signage, and paid advertising as required.
- Stay current with societal trends and advise the senior team on effective, affordable, and sustainable promotional strategies.
- Interact regularly with the senior team (e.g., principals, Board departments) regarding Board operations and communication needs; engage external partners (e.g., vendors, journalists) and project a positive, professional image of the Board, its programs, and its schools.

C. Board Liaison

- Act as a Board liaison for various partners in education and the media.
- Forward media requests to the appropriate personnel in a timely manner.
- Collaborate with other communications officers (e.g., in coterminous Boards or other Catholic Boards) on joint releases.
- Follow up with Board personnel and/or the media as required.

Department: Health and Safety



| Position | No. of Positions | Roles and Responsibilities |
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| Health and Safety Officer | 1 | <p>Job Overview</p> <p>Reporting to the Superintendent of Education, the Health & Safety Officer is responsible for supporting all Schools and Departments in addressing the Board's health & safety requirements. The incumbent builds and promotes a positive safety awareness culture by acting as a subject matter expert in the development of health & safety related policies, procedures, and safety training initiatives and by providing timely, accurate advice on safety issues. The Health & Safety Officer conducts all activities with an emphasis on risk reduction by anticipating, recognizing, evaluating, and controlling hazards and ensuring all health and safety functions are conducted efficiently, in compliance with relevant legislation, collective agreements, and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Health & Safety Procedural Guidelines</u></p> <ul style="list-style-type: none">• Develop, implement and/or review health & safety policy, program and procedures.• Ensure implementation aligns and supports the Board's strategic direction and priorities, operational needs, applicable legislation and legal obligations.• Identify gaps where existing practices require formal policy and/or procedure to perform the duty safely and without the potential for injury.• Consult with the Superintendent of Education responsible for Health & Safety, Admin Council and relevant external agencies (e.g. Public Health; Ministry of Labour), as required.• Liaise with Ministry staff for clarification of policies and procedures and/or to provide evidence to support decisions by management.• Present new/updated policy and procedures to the Policy Committee.• Collaborate with Board administration on emergency preparedness policy and procedures. <p>B. <u>Training, Administration and Compliance</u></p> <ul style="list-style-type: none">• Develop, coordinate, and deliver health and safety training to staff groups (e.g. onboarding; legislative requirements; personal protective equipment, etc.). |



- Administer the Board's online health & safety training management system, online WHMIS system, and online KICS/Parklane accident reporting system.
- Gather, interpret, and report health & safety statistics, as required.
- Complete and submit reports, surveys to relevant stakeholder groups (e.g. Province).
- Ensure employee training records are updated and compliant with legislated requirements (e.g. first-aid; CPR; AED; Joint Health & Safety Committee certifications, etc.)
- Collect and review monthly workplace inspection sheets, annual fire safety plans, fire drill/lockdown records, and workplace audits.

C. Inspections, Investigations, Testing, Assessments and Compliance

- Perform onsite safety audits and compliance inspections, evaluate performance, identify corrective action(s) and implement follow-up assessments.
- Oversee site health & safety representatives and work with staff to mitigate job site hazards and ensure the organization is providing a safe worksite and safe workplace practices.
- Investigate workplace accidents/incidents and serve as primary contact for required notifications, and work stoppages/refusals.
- Provide recommendations to management to address workplace incident trends, future prevention and mitigation strategies.
- Perform/coordinate equipment inspections to ensure safe operation (e.g. AED equipment; emergency eyewash stations; fume hoods; technical shop equipment; classrooms, etc.).
- Coordinate hazardous waste disposal and lead water testing program for all sites.
- Coordinate the Board's ergonomics program by performing assessments of workstations and worksites, as required.
- Coordinate the supply and outfitting of employee personal protective equipment (PPE).
- Coordinate occupational hygiene testing, as required (e.g. noise; air quality, etc.).

D. Leadership, Resource, Coordination and Representation

- Provide leadership to build a positive safety culture by guiding all internal stakeholders in the philosophy



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| | | <p>that worker safety is integrated into all Board processes.</p> <ul style="list-style-type: none"> ● Communicate with external suppliers and customers to respond to queries and provide details and clarification, as required. ● Attend all Joint Health & Safety Committee meetings in a resource capacity. ● Represent the Board interests with third parties such as regulatory officers, local emergency preparedness committees, and contractors. ● Work with Human Resources in the coordination of return-to-work processes, workplace violence prevention, workplace harassment prevention, and labour/management issues. <p>E. <u>Budget Monitoring and Control</u></p> <ul style="list-style-type: none"> ● Monitor the health & safety budget on an ongoing basis. ● Ensure purchasing and receipt of goods and services procedures remain compliant with the Broader Public Sector directives and Board administrative procedures. ● Approve health & safety related purchase orders. ● Reconcile monthly credit card purchases. |
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Department: Information Technology

| Position | No. of Positions | Roles and Responsibilities |
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| <p>Manager of Information Technology</p> | <p>1</p> | <p>Job Overview Reporting to the Superintendent of Business, the Manager of Information Technology is responsible for aligning the Board's technology vision to support strategic academic and administrative goals and provides leadership to the Information Technology (IT) staff team. Serving as a member of the senior administration team, the incumbent ensures creativity, innovation, and the appropriate use of technologies to achieve excellence. The Manager of Information Technology is responsible for managing the Board's technology systems, infrastructure and budgets and ensures all IT services are delivered efficiently, in compliance with relevant legislation and technical reporting standards and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> |



A. Setting Direction

- Ensure the IT strategic vision is clearly articulated, shared, understood, and acted upon by all and ensure the vision and values are reflected in everyday work and practices.
- Work within the Board and across School communities to translate the vision into agreed objectives and operational plans to promote and sustain School improvement.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation, and the use of appropriate technologies to achieve excellence.
- Ensure strategic planning reflects the diversity, values, and experience of the Board and School communities.
- Provide ongoing and effective communication with Schools and communities.
- Actively participate as a member of the Senior Team to create a vision for how technology will support the district's strategic and operational goals.
- Establish and lead advisory committees that inform and support meaningful and effective uses of technology in support of the district's strategic goals.
- Develop and manage annual and long-range IT budgets.

B. Developing the Organization

- Build a collaborative learning culture within the Board and foster engagement across Schools to create effective learning communities.
- Nurture and empower a diverse workforce through direct supervision as well as supportive development opportunities which invite reflective learning and create growth in professional practices of staff.
- Support a Board culture which promotes shared knowledge and shared responsibility for outcomes.
- Budget for ongoing, purposeful professional development for all staff using new technologies.
- Collaborate with stakeholders to create a vision for how technology supports the district's strategic goals.
- Forecast areas of technical growth and change and identify resource gaps (e.g. equipment; process; human) and plan strategies to mitigate risk.
- Create cross functional teams for appropriate aspects of the Board's technology plan.



- Promote and lead the implementation of industry best practice methodologies, tools and programs in support of technology.
- Establish systems and tools to gather, warehouse, mine, integrate, and report data in usable and meaningful ways.

C. Leading Technology Support and Innovation

- Plan, implement, maintain, and evaluate all tasks related to technical systems, network infrastructure and desktop/notebook computer management.
- Develop and align the strategic business continuity plan for technology support and operation.
- Ensure industry standard best practices are defined and embedded in the strategic technology plans of the school district.
- Recruit, hire and retain staff with the interest and capacity to further the Board's goals.
- Promote the effective use of technology to resolve existing and forecast issues, wherever possible.
- Advocate for the continued implementation of technology as an efficient and effective instructional and administrative tool.

D. Securing Accountability

- Ensure individual staff accountabilities are clearly defined and understood.
- Create an organizational structure which reflects the Board's values and enables the management of systems, structures, and processes to function within legal requirements.
- Establish liaisons with Ministry to influence Ministry direction in ways that support Board plans.
- Develop and apply appropriate performance management practices to goals and outcomes identified in the Board's improvement plan.
- Articulate and leverage the value of investment (VOI) in technology to ensure effective delivery of services aligned to the district vision and goals.
- Ensure a disaster recovery and business continuity plan is maintained as an integral part of the Board's overall technology plan.
- Communicate to stakeholders the appropriate ethical and professional behaviour for technology use within the district.
- Lead the monitoring, reporting and evaluation efforts of the district's educational technology plan.



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| | | <ul style="list-style-type: none"> ● Model and assure adherence to provincial legislation. ● Ensure effective technology purchasing decisions by following relevant laws, policies and guidelines. ● Model and ensure awareness of pertinent laws and legal issues related to implementation and use of technology (e.g. copyright; privacy and compliance). <p>E. <u>Day-to-Day Operations</u></p> <ul style="list-style-type: none"> ● Oversee all IT operations and infrastructure. ● Research, identify and implement innovative technologies and processes to improve business operating models. ● Approve, research, and recommend all procurements related to technology. ● Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving IT infrastructure. ● Manage and report on IT budget (e.g. reporting; budget forecast; cost/benefit analysis, vendor analysis, etc.), as required. ● Approve all IT related purchases and sign off on all invoices. ● Create Requests for Proposal, Requests for Quotation and and Tenders in accordance with Board purchasing policies. ● Negotiate contract terms and conditions, award supplier contracts or recommend contract awards. ● Create and manage technology-related Board policies. ● Review, analyse and make recommendations on IT audits and controls. ● Maintain professional currency in the latest IT trends, technology, security and compliance. ● Provide Level III support when staff cannot resolve issues; it is the IT Managers final responsibility to ensure technology is functioning and meets the needs of staff and students. |
| Administrative Assistant | 0.5 | <p>Job Overview Reporting to the Manager of Plant Services and Manager of Information Technology, the Administrative Assistant, Plant Services & IT provides administrative supports the Plant Services Department and the IT Department. The incumbent participates in the completion of purchase orders, sorting and distribution of invoices, preparation of bid packages and issuing and opening of tenders, monitoring of health and safety</p> |



requirements and other general administrative activities for the departments.

Responsibilities and Duties

A. Purchasing and Accounting Support

- Request and receive quotes for purchasing of items for Plant and Information Technology operations, e.g. equipment, supplies, furniture etc.
- Prepare purchase orders using Edsembli accounting software for the purchasing of items.
- Monitor and ensure products are received according to purchases in Edsembli software.
- Sort and code invoices and attach to work order database for the Plant Department. Review invoices and confirm accuracy.
- Monitor, track and file invoices for the IT Department.
- Assist with Requests for Proposals (RFP) and tenders. Prepare bid packages and send out for tender and attend tender openings. Prepare documents and purchase orders for successful tenders.
- Reconcile credit card statements for the IT Department and monitor budgeting spreadsheets.
- Assist with the submission of budget requests through compilation of summaries for departments.
- Assist with the calculation of payroll information for Plant employees and submit to Payroll, e.g. allowances, bonus time etc.

B. Health & Safety and Security

- Monitor, track, order and distribute occupational health & safety and first aid products to relevant staff.
- Record, prepare and distribute meeting minutes for Joint Health and Safety Committee on a quarterly basis.
- Monitor, identify and collect current WSIB and Insurance certificates for contractors.
- Collect and file vehicle inspection reports.
- Identify and prepare health and safety training material for new casual employees.
- Monitor PPE (including COVID gear) based on inventory; order and distribute to employees as required.
- Maintain and monitor keyless entry system ensuring security standards are observed.



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| | | <ul style="list-style-type: none">• Create user profiles and issue access for entry to employees using the established software database.• Maintain and monitor key inventory; issue and collect keys from employees.• Collect and file security reports. <p>C. <u>General Administrative Duties</u></p> <ul style="list-style-type: none">• Review and prepare all documents, reports and other correspondence or materials for supervisors of Plant/IT.• Maintain and update confidential files and records.• Monitor the employee database and update posting changes and pay rates.• Assist with the preparation of reports, e.g. energy reporting, absence reporting in the attendance system etc.• Monitor IT ticketing system at the beginning of each workday and assign tickets to technicians.• Maintain office scheduling calendars and events.• Prepare bereavement cards when necessary and assist with token distribution.• Prepare travel arrangements with a keen attention to detail.• Receive and screen all in-bound calls, emails, visitors etc. Interact respectfully with clients and maintain a high level of confidentiality.• Display a professional image in conducting office functions and relating to all employees, management, executives and visitors. |
| Central Office Clerical Assistant | 1 | <p>Job Overview Responsible for providing administrative support functions and financial support services, including revenue and accounting clerk functions for the Business Department and support for Information Technology Department, as requested.</p> <p>Responsibilities and Duties</p> <p>A. <u>Documentation and Reporting</u></p> <ul style="list-style-type: none">• Review and prepare all documents, reports and other correspondence for Business, Information Technology, Human Resources and Plant;• Complete searches, input/export/validate data and generate reports and lists from various programs and applications. <p>B. <u>Business Department Support</u></p> |



- Assist in responding to calls related to School Cash reporting;
- Assist with support in purchasing process;
- Verify payroll information for employees on leave;
- Source items, provide costing information, prepare/track purchase orders and route paper work to accounts payable;
- Track and summarize financial transactions on a monthly basis.

C. Revenue and Accounting Support

- Reviews student registrations against assessment roll to confirm catholic school support and follow up with required letter and forms to have support re-directed as required
- Reviews lists of other pupils of the board, confirms students in system, confirms with school and first nation partners, and routes invoices to board's business office for invoicing
- Enters staff replacement data into payroll system, responds to questions, and validates data input by others within established timelines
- Tracks Purolator services on spreadsheet, requests credit when appropriate and routes documents to board's business office for invoicing
- Assists with accounts payable functions

D. IT Support

- Assist the SIS Administrator with documentation (e.g., User Manuals); as requested;
- Assist the SIS Administrator in providing remote assistance to Clerical staff and users of the student information system by responding to queries and supporting end user;
- Source items, provide costing information, prepare/track purchase orders and route paper work to accounts payable;
- Track and summarize financial transactions on a monthly basis;
- Provide clerical support in department as needed.

E. Plant Department Support

- Assist with support in purchasing process;
- Assist in department filing and maintenance of plant / records room.

F Special Projects



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| | | <ul style="list-style-type: none">• Assist with special projects, such as verifying information (data validation) for the implementation of the new SIS and assist with records management in Central Office departments. |
| System Administrator – Supervisor | 2 | <p>Job Overview Reporting to the Manager of Information Technology, the Systems Administrator is responsible for the smooth delivery of information technology (IT) operational services and the supervision of IT technicians. The incumbent ensures the effective coordination of technology deployments and solutions delivery projects. The Information Technology Supervisor is responsible for all servers, storage, virtualization, cloud and software systems deployed by the Board. As a key member of the technology team, the Systems Administrator provides IT support by resolving higher complex problems (Level III) and addresses everyday service requests relating to workstations, servers, network, and software as well as interacting with clients to provide guidance, training, and follow-up. The position is responsible for engaging the marketplace to find solutions to meet the Board’s needs and ensures all front-line IT services are delivered efficiently, in compliance with relevant legislation and technical reporting standards reporting standards and in accordance with the Board’s missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>System Administration</u></p> <ul style="list-style-type: none">• Manage the implementation, operation, and maintenance of the Board’s network data communications infrastructure and the servers (onsite & cloud) that house business applications.• Manage all system patches and updates as it relates to network and system infrastructure.• Oversee backup and disaster recovery processes.• Maintain fluency in Windows Server technologies including Active Directory, Microsoft Exchange, Hyper-V, Clustering, ADFS, and group/security policies.• Manage Office 365 Infrastructure and data. <p>B. <u>Security and Data Protection</u></p> <ul style="list-style-type: none">• Design and implement security solutions to protect the Board’s network and system infrastructure and business data. |



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| | | <ul style="list-style-type: none"> ● Install and configure firewalls. ● Install and configure remote access servers. <p>C. <u>Team Supervision</u></p> <ul style="list-style-type: none"> ● Manage the work of IT staff and provide training and development, as needed. ● Assign and prioritize daily work orders to all IT staff. ● Provide ongoing training to IT staff on troubleshooting, set-up and configuration of systems. ● Follow up on projects and assigned tasks to ensure complete and timely delivery. <p>D. <u>Research, Design and Documentation</u></p> <ul style="list-style-type: none"> ● Research, design, and recommend to IT Manager and Superintendents, the technology solutions (onsite/cloud) needed to address business requirements and maintain optimal performance of the Board’s systems and networks infrastructure. ● Design, implement and maintain a cloud-based solution for board email and file services (Office 365). ● Review and compare infrastructure solutions gear (e.g. firewalls; switches; phone systems, etc.) and provide cost analysis, technical reviews, and recommendations for all Board stakeholders. ● Create documentation on setup, configuration and procedures. ● Maintain professional currency through continuous learning on new technologies and industry standards. |
| <p>Student Information Administrator</p> | <p>1</p> | <p>Job Overview Reporting to the Manager of Information Technology, the Student Information Administrator performs specialized administrative and technical work in the design, operation, and support of the HSCDSB’s student information systems (SIS). The incumbent interacts and collaborates with end-users to provide guidance, training, and monitoring of needs or inquiries. The Student Information Administrator assists various end-users in areas such as including attendance, grade reporting, registration, scheduling, elementary and secondary achievement, transcripts, OEN validation, OnSIS reporting, and discipline reports.</p> <p>Responsibilities and Duties</p> |



A. SIS Support and Maintenance

- Provide level one (1) and level two (2) system support to end users in day-to-day operations.
- Incorporate instructional days in approved school calendar and ensure accuracy of scheduled instructional dates.
- Monitor and ensure all schools' personnel are setup for the next school year by assigning proper security access according to school of assignment.
- Update staff changes during the school year as requested; collaborate with various schools and assist in the completion of year end processes.
- Manage and maintain SIS security access for all users.
- Troubleshoot with end users and rectify errors identified in the SIS.
- Collaborate with the Senior Administrative team to ensure Online Registrations processes are in place for the next school year.
- Review and ensure accuracy of enrolment numbers to ensure reliable support in planning, purchasing and deployment of equipment/software activities.
- Prepare SIS Queries and Reports for various users at Board and various schools.
- Validate SIS Queries and Reports to ensure data is accurate and complete before distributing to stakeholders or for media releases.
- Communicate SIS updates to end users.

B. Statistic Support and Reporting

- Oversee OEN, OnSIS and SODT ministry accounts for school users and board users.
- Submit new user account forms, update access points of existing users and revoke user access according to role changes.
- Liaise with Ministry of Education staff to resolve issues related to school or Board data.
- Collaborate and work with schools' office staff to support the preparation of data for submission to the Ministry; ensure date is submitted in a timely manner for completion of the OnSIS report.
- Monitor and ensure accuracy of enrolment numbers by reviewing OnSIS data for EFIS funding purposes.
- Prepare and review OnSIS submissions/reporting for Elementary, Secondary, Continuing Education, and ECPP schools.



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| | | <ul style="list-style-type: none">• Assist with in the preparation of other Ministry reports for audit purposes.• Work with the Business department to ensure students who are not funded are accurately reported to the Ministry. <p>C. <u>Software Support</u></p> <ul style="list-style-type: none">• Monitor and ensure that third party applications such as busing software or career pathways applications are running successfully with SIS integrations.• Participate in user group meetings with vendors, Ministry and other Ministry partners to stay up-to-date with changes to application which impact programming and funding.• Participate in software update testing to ensure data is being updated to meet Board needs.• Maintain user access to Teams channel pertaining to SIS and OnSIS reporting. <p>D. <u>Enrolment and User Training</u></p> <ul style="list-style-type: none">• Provide training to new clerical staff of the Board.• Prepare documentation for new users ensuring the review of Ministry guidelines and confidentiality.• Provide training sessions for existing users and update them on new processes or changes in the application.• Prepare and update SIS monthly processes for school office staff to complete on a monthly basis.• Distribute new enrolment registers for the new school year for all schools.• Submit student data to sites such as Health Units, Ministry of Education EQAO, college and university application centres etc.• Provide training on Enrolment Registers for Elementary and Secondary schools according to documented Ministry guidelines, as well as Continuing Education. |
| Solutions Analyst | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Information Technology, the Solutions Analyst applies advanced technical knowledge and expertise in the support and administration of a broad range of systems and applications. The role involves application programming, systems integration, and management of data related processes. The Solutions Analyst provides IT support by resolving complex problems (level II) and responding to</p> |



everyday service requests relating to workstations, servers, network, and software problems.

Responsibilities and Duties

A. Database Management and Maintenance

- Monitor SQL server databases and respond to issues/challenges or data requests.
- Develop and oversee custom databases and the flow of data between databases.
- Troubleshoot and resolve data related issues in production databases.
- Create and support in-house business intelligence activities as necessary.
- Respond to data requests and create SQL scripts to assist the Student Information Administrator.
- Review and query development of custom applications.
- Provide database maintenance through backup, table creation/modification, data maintenance etc.

B. System Integration/Programming

- Design and implement system integrations between various applications.
- Monitor the status of all daily automated data processes.
- Create quality and accurate project documentation and conform to standard coding conventions.
- Promote and ensure the integrity, security, and availability of personal and financial data.
- Adhere to standards of institutional policies and procedures and Canadian financial and privacy laws.
- Create customized scripts to improve and automate business processes. Provide automated data flows between the HSCDSB and external parties.
- Identify and ensure emerging issues with software applications are addressed via third party support process.

C. Domain Services and Digital Forms

- Assist in the administration of Active Directory domain controllers and domain services.
- Process requests relating to any additions, changes or moves within group policies, domain accounts, permissions etc.
- Monitor and maintain domain policies, guidelines, procedures, and documentation.



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| | | <ul style="list-style-type: none">● Review Digital Forms Solution (Perfect Forms) and update according to operational changes, e.g. create/update online forms according to business process workflow.● Integrate digital form data with other IT systems.● Process add/change requests for digital forms.● Monitor and troubleshoot and resolve any form related technical issues.● Prepare and integrate IT system with 3rd party databases and custom web applications.● Perform Custom .NET development for advanced application functionality and integrate with Perfect Forms. <p>D. <u>Cross-Departmental Support</u></p> <ul style="list-style-type: none">● Provide training to departmental staff to ensure to promote user IT capabilities.● Develop and maintain internal documentation in a centralized knowledge base.● Provides internal support to IT staff as necessary. |
| Security Analyst | 1 | <p>Job Overview</p> <p>Reporting to the Manager of Information Technology, the Security Analyst is responsible for maintaining the confidentiality, integrity, and availability of an organization's information technology assets in the face of evolving cybersecurity threats. As a result, the individual responsible for performing this role applies advanced technical knowledge and expertise in the support and administration of a broad range of security systems and applications and is also actively involved in improving the security culture of an organization to ensure all front-line IT services are delivered efficiently, in compliance with relevant legislation and technical reporting standards and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Maintain and Operate Information and Security Technologies</u></p> <ul style="list-style-type: none">● Install, configure, test, secure, maintain, and troubleshoot all security-related tools.● Perform upgrades to systems, create/review firewall, IDS, IPS, CASB, EDR, and access control policies.● Facilitate ongoing monitoring for vendor-initiated changes to applications and assess potential impacts to the organization. |



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| | | <p>B. <u>Monitor Organization Network</u></p> <ul style="list-style-type: none"> ● Facilitate ongoing monitoring of the network for security events and incidents. ● Perform the required interventions and corrective actions in response to security events/incidents and ensure no significant threat(s) to the Board/organization’s systems and data. <p>C. <u>Compliance Management and Internal Audits</u></p> <ul style="list-style-type: none"> ● Ensure compliance with internal and external security policies and conducts regular security audits and assessments to identify and address vulnerabilities. ● Develop, review, and update security policy documents, as appropriate. ● Research and provide input to the procurement of new systems, as required. <p>D. <u>Security Training, Education, and Awareness</u></p> <ul style="list-style-type: none"> ● Ensure that all users of the organization’s networks and systems are aware of the threats they face by being connected to the internet. ● Provide users with appropriate training and education to reduce risks of internet security issues. ● Perform phishing (simulation) tests, assign trainings to users, engage in supportive conversations with staff members about better security hygiene, etc. <p>E. <u>Continuous Learning and Development</u></p> <ul style="list-style-type: none"> ● Engage in regular skills training/refreshers and other formal/informal professional development activities to support ongoing professional currency. ● Remain abreast of new software releases, updates to industry standards and policies, awareness of technical guides, etc. ● Participate in specialized technical training and certifications, as appropriate. |
| Tech Support Specialists | 3 | <p>Job Overview</p> <p>Reporting to the Manager of Information Technology, the Technical Support Specialist provides frontline end-user services supported by the Information Technology Department through email, telephone, remote technologies, or in-person support. The incumbent assists end-users with their questions and/or technical problems and conducts onsite visits to support the installation and monitoring of IT equipment and troubleshooting of devices.</p> |



Responsibilities and Duties

A. Help Desk Support

- Provide Help Desk telephone support to all employees.
- Assist users with password resets, troubleshooting connectivity, email setup, school phone setup etc.
- Use Help Desk to monitor, maintain, update and create service requests.
- Communicate with end users using help desk ticketing system and email.
- Participate in remote installation of software and updates; connect with end users by using Remote Desktop to provide remote assistance.
- Provide IT training and assistance to staff on various applications.

B. Software/Equipment Support & Onsite Services

- Travel to all schools within the district and diagnose technical problems and determine appropriate IT solutions.
- Assist with the setup of equipment for Board events, e.g. Board meetings, Principals' meeting, PD days etc. Monitor and ensure proper functioning of sound systems, lighting, Internet connections, video conferencing etc.
- Monitor and trouble school PA systems, clocks, security cameras etc.
- Conduct general repairs to IT equipment or devices onsite where possible.
- Install and configure IT related peripherals, e.g. network switches, desktops, wireless access points, etc.
- Setup configuration and testing of all devices including chromebooks, laptops, desktop computers, tablets, printers, projectors etc.
- Conduct physical hardware repairs that involve replacement and configuration of internal components.
- Troubleshoot and monitor various applications including wireless console, Mitel telephone systems etc.

C. General Information Technology Duties

- Participate in the creation of internal IT guides and procedures.



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| | | <ul style="list-style-type: none"> ● Assist with the creation of IT manuals and documentation for end users. ● Establish inventory for all IT related devices and maintain an up-to-date database. ● Liaise with vendors and other third parties for technical and warranty support. ● Participate in departmental meetings to ensure the impact of IT initiatives are understood alongside department preparation. ● Collaborate and engage with the IT team in determining new hardware direction along with updates to standard computer images. |
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Department: Curriculum

| Position | No. of Positions | Roles and Responsibilities |
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| Catholic Curriculum Coordinator K-12 | 1 | <ul style="list-style-type: none"> ● System leadership, coordination and administration of curriculum development and implementation of Ministry of Education and the Board’s strategic directions and procedures; ● Organizing of in-service activities and meetings for various facets of curriculum development; ● Participating in meetings and activities of various curriculum-related groups; ● Recommending of curriculum programs and practices to be implemented in the schools; ● Recommending of textbooks and resource materials which supplement the curriculum documents in use; ● Collaborating on all K-12 curriculum initiatives, including writing of reports related to ministry funding; ● Collaborating with others (e.g. teacher, principals, staff, parent groups, community organizations, public agencies, etc.) for the purpose of implementing services in accordance with program requirements; ● Serving as a liaison to various agencies for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing and evaluation of services related to the Curriculum Department; ● Supporting with implementation of the New Teacher Induction Program (NTIP); |



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| | | <ul style="list-style-type: none">● Reviewing reports and approving provision of resources in accordance with funding;● Assisting in the organization and presentation of relevant professional development activities for teachers and support staff;● Assisting in the preparation of an annual departmental budget, authorizing requisitions pertinent to this budget and maintaining fiscal control;● Preparing an annual report and review of curriculum programs and services;● Performing other duties as assigned● Coordination of curriculum implementation - Ministry of Education and Board's strategic directions● Collaboration on all K-12 curriculum initiatives● Teacher Learning and Innovation Allocation (TLIA)● New Teacher Induction Program (NTIP)● Sault College Programs & Dual Credits● Summer Learning Program● EQAO Supports |
| Administrative Assistant / Switchboard Support | 1 | <p>Job Overview Responsible for providing front-line service and administrative support functions to the Curriculum Department, as well as accounting clerk functions and daily relief coverage of front-line reception and switchboard.</p> <p>Key Duties</p> <ol style="list-style-type: none">1. <u>Documentation and Reporting</u><ul style="list-style-type: none">● Completes searches, inputs data, validates data, and generates reports and lists from various programs and applications—Trillium, Easy Connect, CashNet/Edsembli● Confirms curriculum department staff attendance/absence against board document● Supports staff replacement process, makes emergency call-out requests, and maintains records2. <u>Curriculum Support</u><ul style="list-style-type: none">● Inputs, edits, prints and binds secondary school course calendar● Prepares packages for various board-wide programs/initiatives—summer learning, welcome to kindergarten, Al's Pals |



- Organizes logistics for French proficiency tests / Diplôme d'Études en Langue Française (DELF), including downloading materials, copying to USB, printing, and preparing packages
 - Receives requests, orders, distributes, and maintains inventory of curriculum books, kits, materials, resources, Ministry pamphlets, and provincial tests—EQAO, OSSLT— scans into inventory; tracks and distributes to schools
 - Creates graphics— calendar of religious holidays, posters/postcards, signage, die cuts— laminates, binds, tracks, and distributes
 - Assists with cultural learning program, confirms student eligibility, inputs expenses
3. Financial Activities
- Prepares and tracks purchase orders, checks receipts against orders, completes reimbursements, and routes paper work to accounts payable
4. Events
- Books travel and accommodation for curriculum department staff, coordinates logistics for meetings—books space, orders food, creates attendees list—and distributes information and packages
 - Books transportation for swim program and language program and makes adjustments as required
5. Office Administration / Switchboard/Reception
- Answers switchboard, directs calls, takes messages, photocopies, scans, faxes, prints, labels, stuffs envelopes along with other clerical duties
 - Monitors visitor access to board office, provides front-counter reception and client services, and directs visitors appropriately
 - Prepares, proofreads, and distributes notices, forms, memo, correspondence
 - Receives, sorts, distributes, and opens mail, and prepares courier packages for Curriculum Department
 - Sources items, provides costing information, prepares and tracks purchase orders, checks receipts against orders, enters account number, and routes paperwork to accounts payable



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| | | <ul style="list-style-type: none">• Tracks and summarizes financial transactions on a monthly basis• Tags received items and ships to requester• Maintains file system—creates, retrieves, and archives• Troubleshoots and coordinates repairs for malfunctioning equipment and sends out equipment for repairs and processes invoices, as required |
| Curriculum Consultant - Early Years and K-12 Literacy | 1 | <ul style="list-style-type: none">• Organization in support of Kindergarten registration and implementation of the board's Welcome to Kindergarten and Early Years Programs;• System leadership and support in ensuring our youngest learners transition successfully into kindergarten and out of primary grades with strong skills in literacy;• Collect, analyze and report on data related to early years and literacy, including universal screening, EDI and EQAO data;• Collaboration with teachers, schools, and the Special Education Department on universal screening, literacy interventions and tier 1 and tier 2 literacy programming;• Support the work of the Reading Intervention teachers• Lead and facilitate professional learning and meetings on literacy practices, in-service activities, and AI integration including support for de-streaming and culturally responsive pedagogy related to early years and literacy interventions K-12• Provide system-wide, embedded literacy support K-12• Support mentorship of new educators through the NTIP program• Collaboration with community partners, such as EarlyON, daycare centres, and Indigenous communities Participation in meetings and activities of various curriculum-related groups and with community partners (includes travel);• Develop plans for budget expenditures as it relates to early years and K-12 literacy interventions supports• Support in preparing reports for ministry initiatives related to early years and literacy |



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| | | <ul style="list-style-type: none">● support implementation of curriculum initiatives such as the Board's Literacy Action Plan and Literacy Interventions Plan.● Literacy Strategies, Resources, & Assessments K-12● Support for Reading Screening and Structured Literacy programs● Literacy Intervention Plan● Early Years Program● Kindergarten Registration● Welcome to Kindergarten |
| Religion & Family Life Consultant / Faith Animator | 1 | <ul style="list-style-type: none">● Assist, support and serve the needs of the Catholic school community through ongoing faith formation.● Facilitate workshops, P.A. days for staffs of the secondary and elementary schools, including organization of the Board's Faith Day.● Assist schools with Religious Education and Family Life parent workshops.● Provide consultative and planning assistance for the academic staff in the schools i.e. mentoring new staff members in Religious Education and Family Life programs.● Assist the classroom teachers with the Religious Education and Family Life curriculum and programs and with sacramental preparation.● Consult with community partners and Catholic provincial organizations to support implementation of Religious Education, Family Life and healthy sexuality curriculum.● Mutually support home and church in the faith development of all students.● Work with parishes to facilitate the relationship between home and church.● Work in collaboration with the program team, principals and senior administration.● Provide pastoral and bereavement support to school communities as required.● Provide consultative advice to all levels of HSCDSB management relating to equity and inclusive education.● Care for Kids (K-3) |



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| | | <ul style="list-style-type: none">● Growing in Faith, Growing in Christ digital/print copies (Grades 1-8)● Fully Alive digital/print copies (Grades 1-4)● Teaching from a Catholic Perspective● Prayer● Christian Meditation● Staff Retreat● Catholic Education Week● Grief supports for students and staff● Religious Education in Catholic Schools AQ courses● Virtues of the Month● Eucharistic Liturgy Planning● Liturgical Seasons |
| Reading Interventions Teacher | 2 | <ul style="list-style-type: none">● Literacy Strategies & Resources● Early Reading Screener● Literacy Assessments: universal screening; diagnostic; formative; and summative assessments● Board Literacy Plan● Support with Tier 1 and 2 interventions |
| STEAM Lead | 1 | <ul style="list-style-type: none">● System leadership and support in deepening students' and teachers' understanding of and expertise in all facets of science, technology, engineering, arts, and mathematics (STEAM);● Acting as the board's Technology-Enabled Learning Teacher Contact (TELTC) by administering and maintaining the board's instance of the Provincial Learning Management System (LMS); this includes monitoring LMS accounts, courses and course resources and completing reports for the Ministry of Education as required;● Supporting classroom educators, school and system leaders in acquiring and implementing the knowledge and skills related to technology-enabled learning and teaching, including digital citizenship, e-learning, blended learning, robotics, coding, and 21st century competencies;● Organization and promotion of in-service activities, meetings, and competitions related to STEAM; |



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| | | <ul style="list-style-type: none">● Participation in meetings and activities of various curriculum-related groups (includes travel);● Collaboration on various curriculum initiatives.● G-Suite for Education Support● Support and MOE liaison for provincially provided professional learning and provincial eCommunity● Administration & Support for LMS● Support of STEAM Initiatives● Board contact for eLearning/Online Secondary Courses |
| Experiential Learning Lead | 1 | <ul style="list-style-type: none">● Specialist High Skills Major (SHSM)● Community Connected Experiential Learning K-12● STEAM connected Experiential Learning● Skilled Trades and Apprenticeship Pathways● Education & Career/Life Planning● LMS Resources/Support |
| FSL and MLL Lead | 1 | <ul style="list-style-type: none">● System leadership and support in deepening students' and teachers' understanding of, appreciation of, and fluency in both of Canada's official languages;● Providing support to administrators and staff to develop a deep understanding of the CEFR and DELF;● Supporting the implementation of the board's FSL Plan and the MLL Guide for Elementary Schools;● Collaborating with community partners to support the transitions and acculturation of newcomer families to our school communities;● Organization of in-service activities and meetings related to FSL and MLL;● Participation in meetings and activities of various curriculum-related groups (includes travel);● Collaboration on various curriculum initiatives.● Resources for French as a Second Language (Core and Immersion)● CEFR Implementation & Lessons● DELF Lead● Second Language Acquisition● Support for Newcomers● School & Classroom Resources for● Multilingual Learners |



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| | | <ul style="list-style-type: none">● HSCDSB Multilingual Learner Guide for Elementary Schools● STEP Assessments● Teaching English Language Learners |
| School-Based Math Learning Facilitator | 1 | <ul style="list-style-type: none">● Providing training/coaching to teachers, particularly those teaching Grades 2, 3, 5, 6, and 8 and 9;● Supporting educators in their role as co-leaders with facilitating opportunities for parent engagement;● Facilitating co-learning, co-teaching, and other job-embedded professional learning;● Creating teacher resources, with a particular focus on high yield strategies and implementation of the new math curriculum;● Working with the principals as they support teachers' professional learning, instructional planning, and performance monitoring;● Collaborating regularly with the board's Math Lead regarding progress in math achievement and improvement targets.● Mathematics Action Plan K-12● Mathematics Strategies, Resources, & Assessments● Accessing Math Google Classroom and/or LMS● Navigating Math Curriculum 2020 on the Ministry Digital Curriculum Platform● Implementing Mathology K-3/Knowledgehook● Student-focused Math Strategies |
| System Administrator of Mathematics | 2 | <ul style="list-style-type: none">● These positions are funded through the Math REP● In addition to all the duties listed in the Math Facilitator above, they also have the additional high level duties below:● Coaching and providing professional development to our principals and vice-principals● Working with Principals in the development of key performance indicators.● Completing the Math Achievement Action Plan for submission to the Ministry● Completion of Interim and Final Reports for submission to the Ministry |



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| | | <ul style="list-style-type: none">● Participate in Ministry of Education Discussion and Analysis calls.● Attend Board meetings to provide updates to trustees on the MAAP and in year progress.● Support Principals with Administrative duties as required. |
| STEAM Special Assignment Teacher | | <ul style="list-style-type: none">● Facilitate student participation in learning activities at the Steam Lab, providing instruction and support as they explore and connect concepts across different subjects.● Lead and supervise students during their visits to the STEAM Lab, offering instruction and support to maximize their learning experience in the lab environment.● Guide students and classroom teachers through STEAM-related learning activities, ensuring they understand the underlying principles and can apply their knowledge effectively.● Conduct research on new and emerging technologies and trends in STEAM education and connections to local industry that can enhance student learning at the Lab.● Collaborating with the STEAM Lead and other members of the curriculum department to:<ul style="list-style-type: none">○ Create and introduce new programming activities for the STEAM Lab that align with the Ontario curriculum.○ Create resources that students and teachers can take back to their classrooms after visiting the Lab.○ Evaluate and integrate new and emerging technologies into STEAM Lab programming.● Teacher at the STEAM lab (Science, Technology, Engineering, Arts, Mathematics)● Supporting STEAM Curriculum |
| Outdoor Education Teacher | 1 | <ul style="list-style-type: none">● Supports programming at St. Kateri● Maintain property, includes<ul style="list-style-type: none">○ snow blowing, shovelling, clearing snow off or garage and school roof○ equipment maintenance○ buying equipment and materials |



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| | | <ul style="list-style-type: none"> ○ organization of storage buildings ○ splitting wood, landscaping, grooming trails ○ monthly safety checks ● Past projects include: creation and opening of trails, building bunkies, building disc and soccer golf course, building picnic shelter. |
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Department: Special Education

| Position | No. of Positions | Roles and Responsibilities |
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| Special Education Coordinator | 1 | <ul style="list-style-type: none"> ● Co-ordinate the Special Education Department ● Co-ordinate Psychoeducational and Speech and Language assessment referrals ● Support all schools with the department support teams, AT teacher, Autism and Behavior Advisors, Behaviour Coaches, Psychometry and Speech and Language Team ● Collaborate with Superintendents, school administrators, Learning Resource Teachers, other departments, staff and parents concerning special education needs/concerns. ● Serve as a resource person to the Special Education Advisory Committee (SEAC) ● Organize and facilitate Kindergarten Transition to School meetings ● Organize and facilitate Pre-registration meetings ● Oversee and facilitate system IPRC with the Consultants ● Support and distribute communication to schools about IEPs- Monthly LRT Checklists ● Oversee and coordinator support to the Specialized Classrooms such as ACE, STAR and ILS. ● Serve as the board Child Youth in Care (CYIC) with Children's Aid and Nogdawindamin ● Coordinate monthly PD sessions with the LRTs- Catch up with the Coordinator ● Review and recommend level of EA support required for projected needs ● Collaborate on accessing SIP funding ● Review reports and approve provision of equipment in accordance with SEA funding |



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| | | <ul style="list-style-type: none">● Assist in the organization and presentation of relevant professional development activities for LRTs, and EAs● Organize and facilitate BMS training sessions● Organize and facilitate Empower Reading program with our provider and LRTs● Assist in the preparation and authorize requisitions pertinent to the budget and maintain fiscal control● Support the preparation of the Special Education plan● Perform other duties as assigned |
| Administrative Assistant | 1 | <p>Job Overview Responsible for providing front-line service and administrative support functions for Special Education Department and daily break and lunch coverage of front-line reception and switchboard.</p> <p>Key Duties</p> <ol style="list-style-type: none">1. <u>Documentation and Reporting</u><ul style="list-style-type: none">● Completes searches, inputs and validates data, and generates reports and lists from various programs and applications, including Trillium● Prepares Ministry of Education special education reports for review and confirmation● Gathers information from various sources to create packages for student referral and assessment● Inputs data from various sources to complete student assessment reports● Tracks all requests and ensures completion of consents and release forms for student files● Prepares documentation for IPRC meetings and records outcomes (does not attend)● Prepares documentation for service referral and records of tracking sheets● Maintains special education resource library● Gives teacher permission to access Individual Education Plan engine● Tracks all referrals on spreadsheet● Confirms Special Education staff attendance against board document2. <u>Financial Activities</u><ul style="list-style-type: none">● Orders tests, special education equipment items, resources through purchase orders/purchasing card, tracks receipt and completes monthly reconciliation |



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| | | <ul style="list-style-type: none"> ● Tracks assignment of special education equipment, items, resources by student and includes invoice document in file <p>3. <u>Office Administration/Switchboard Reception</u></p> <ul style="list-style-type: none"> ● Submits requests for installation of equipment for student use ● Requests equipment from other boards ● Schedules Special Education Advisory Committee (SEAC) by booking space, ordering food, preparing agenda and meeting materials, tracking attendance, and posting and distribution of minutes ● Answers phone, directs calls, takes messages, copies, scans, faxes, prints, labels, stuffs envelopes along with other clerical duties ● Provides front-counter client services and directs visitors appropriately and switchboard relief for daily break and lunch coverage at front desk reception. ● Receives, sorts, distributes, and opens mail, and prepares courier packages ● Maintains file system—creates, retrieves, and archives ● Coordinates repairs for malfunctioning equipment ● Uploads files to board website ● Assists teachers with IEP engine |
| Autism and Behaviour Advisor | 2 | <p>Job Overview</p> <p>Reporting to the Special Education Coordinator, the Autism & Behaviour Advisor is responsible for providing support to staff who work with students with Autism, behaviour and/or special education needs. The incumbent conducts student observations, develops Individual Education Plan (IEP) goals and applicable student plans. The Autism & Behaviour Advisor develops programming, assists with providing behaviour management strategies, provides resources to assist with teaching alternative academic goals and ensures all related programs, services and supports are delivered efficiently, in compliance with relevant legislation and in accordance with the Board’s missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Referral Management</u></p> |



- Review and triage referrals and follow up with student observations, school meetings, and/or classroom consultations, as appropriate.
- Collaborate and refer, if needed, to other professionals within the Department (e.g. behaviour coaches, speech, counselling, etc.) or community agencies.
- Provide job-embedded coaching for classroom staff, as required.

B. Programming and Plan Development

- Assist with development of goals and strategies, focusing on Applied Behaviour Analysis (ABA) for IEPs as well as medical, wandering, behaviour and/or safety plans.
- Develop and compile resources to complement and support the achievement of student and program goals (e.g. visual schedule to accompany behaviour plan).
- Develop templates for plans and present to Admin Council for review; add approved templates to Board Forms (e.g. Student at Risk/Wandering Plan template).

C. Ministry Reporting

- Complete or assist with completion of reporting requirements dependent upon programs and specialized funding allotments (e.g. Special Incidence Portion funding applications).
- Collect and organize documentation, as required.
- Support with additional reporting, as required (e.g. After School Program Funding; Student Support Program).

D. Professional and Program Development

- Provide training and workshops to professionals within the School system (e.g. BMS; PD Days).
- Provide information and resources on specialized programs (e.g. Zones of Regulation; ABLLS; Mightier).
- Develop programs for specialized classrooms such as Enhanced Learning Programs (ELP) and accompanying coaching and training for staff.

E. Transition Planning



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| | | <ul style="list-style-type: none">• Support students with all transitions such as transition to school, daily transitions, and transitions to adulthood.• Facilitate initial meetings with community partners and families, goal planning, resource development, and referrals to outside agencies, as required.• Provide continued monitoring of students via transition planning and IEPs or referral processes.• Provide support and resources to schools for their Welcome to Kindergarten events. |
| Behaviour Coaches | 6 | <p>Job Overview</p> <p>Reporting to the Special Education Curriculum Coordinator, the Behaviour Coach provides support to an interdisciplinary team in collaboration with teachers, principals and outside professionals in response to the needs of students with behavioural issues including autism. The incumbent monitors in-school transitions and assists with the implementation of necessary recommendations. The Behaviour Coach supports the school team through behaviour modelling and coaching in accordance with intervention plans.</p> <p>Responsibilities and Duties</p> <p>A. <u>Information Gathering/Resource Development</u></p> <ul style="list-style-type: none">• Conduct information gathering through classroom and individual observations along with staff and family interviews.• Identify and review student documentation and reports including Ontario Student Record (OSR).• Analyze data collected and develop consultations and intervention plans.• Conduct research to develop and improve existing behavioural support resources.• Collaborate and consult with relevant team members and/or external agencies or community partners concerning resource development.• Develop and provide Professional Development to EAs or other staff. <p>B. <u>Implementation & Coaching</u></p> <ul style="list-style-type: none">• Meet with school team to review consultation or intervention plan, and address any questions, concerns, or feedback etc.• Collaborate with System Autism Advisors, Mental Health Lead and school teams and provide direction while building capacity with front line special education staff. |



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| | | <ul style="list-style-type: none">• Support school team by modelling and coaching based on the implementation of consultation strategies or intervention plans.• Engage in ongoing data collection according to observation.• Support school team by coaching and leading them through extinction bursts which involves increase in aggressive/maladaptive behaviour prior to expected decrease. Promote and ensure BMS protocols are followed.• Monitor and ensure the safety of students and staff. <p>C. <u>Administrative Duties</u></p> <ul style="list-style-type: none">• Schedule and conduct check-ins to ensure adherence and maintenance of strategies and intervention plans.• Monitor and address follow up emails, phone calls, action items etc.• Arrange and attend team meetings.• Pursue continual resource development as necessary.• Monitor and update electronic data storage on the behaviour team drive.• Attend case conferences; organize notes, calendars, etc.• Monitor resources from lending libraries; maintain, organize, distribute, and collect/return resources. |
| Special Education Consultant - Sault Ste. Marie | 1 | <ul style="list-style-type: none">• Work with Special Education Coordinator, department staff, school teams, students, parents, and administrators in the board's jurisdiction• Receive and conduct system-level IPRC referrals and meetings• Conduct transition to school meetings• Participate in case conferences and pre-registration meetings as required• Contributing to the implementation of special education programming and services (e.g. SIP and projected needs)• Provide support with ordering, liaising with vendors, and installing units for students who are Deaf and Hard of Hearing• Assist with assigned Special Equipment Amount (SEA) who are deaf or hard of hearing |



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| | | <ul style="list-style-type: none">● Offer job-embedded coaching and direct support to Learning Resource Teachers and Special Education Classroom Teachers with various aspects of their roles and responsibilities (e.g., IEP development, referrals, special education plans, programming, etc.) work with the ASPEN and provide support with IEPs and issues that arise during reporting periods● Work with Board personnel and AT teacher for IEP issues during reporting periods● Oversee ordering, distribution and collecting of CCAT materials to teachers and administrators● Participate in board PD as required to LRTs and EAs● Serve as a Board representative on Community Living Algoma Education Committee● Collecting, interpreting and presenting Empower Data to Board designates● Perform other duties as assigned |
| Special Education Consultant - East/North | 1 | <ul style="list-style-type: none">● Work with Special Education Coordinator, department staff, school teams, students, parents, and administrators in the board's jurisdiction● Support with special education in the East/Northern schools● Conduct system-level IPRC● Prepare Language/Psychoeducational Assessment referrals● Conduct pre-registration meetings for East and North schools● Conduct transition to school meetings● Participate in case conferences as required● Contributing to the implementation of special education programming and services (e.g. SIP and projected needs)● Provide direct support to students with assistive technology needs● Assist with assigned Special Equipment Amount (SEA) and programming for students who are deaf or hard of hearing● Provide initial behaviour consultations to schools● Provide job-embedded coaching and direct support to Learning Resource Teachers and Special Education |



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| | | <p>Classroom Teachers with various aspects of their roles and responsibilities (e.g., IEP development, referrals, special education plans, programming, etc.)</p> <ul style="list-style-type: none">● Work with the ASPEN and provide support with IEPs and issues that arise during reporting periods● Work with outside agencies to provide support to our students● Provide BMS training when required● Participate in board PD as required to LRTs and EAs● Perform other duties as assigned |
| Speech & Language Pathologist | 1 | <p>Job Overview Reporting to the Special Education Coordinator, the Speech & Language Pathologist is responsible for overseeing speech-language pathology services and case management including screening, assessment, treatment, and education. The incumbent works as part of a multi-disciplinary team to improve student outcomes and works to ensure all related programs, services and supports are delivered efficiently, in compliance with relevant legislation and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Administrative / Clinical SLP Duties</u></p> <ul style="list-style-type: none">● Oversee and provide case management for speech-language service delivery within the Board including management of assessment waitlists.● Develop service guidelines and procedures (e.g. referral process), create/update forms and templates (e.g. parent/guardian letters).● Provide consultation on special education programs/placements (e.g. work on a team for the development of a new special education self-contained classroom).● Create resources for educators (e.g. strategy handouts) and activities/programming for educators to use with specific student profiles.● Maintain professional currency and clinical skills through ongoing professional development activities.● Onboard and train new Communicative Disorders Assistants (CDA).● Collaborate with Curriculum Department staff on language and literacy curriculum/instruction (e.g. present to teachers on the science of reading). |



B. Direct Clinical Services

- Administer standardized language assessments and/or screenings.
- Observe students in their classroom for assessment/consultation purposes.
- Provide classroom-based support (e.g. modelling play and language strategies to educators and facilitating classroom activities).
- Complete direct observation of CDAs, as required for supervision and feedback.
- Observe CDA sessions with students for progress monitoring and determining next steps.

C. Indirect Student-Specific Clinical Services

- Facilitate communication with parents/guardians (e.g. telephone interviews to complete case history) and send/respond to emails to/from school staff.
- Complete speech-language assessment tasks such as scoring, interpreting/analyzing, report-writing, therapy goal writing, etc.
- Coordinate referral management services including pre-referral discussions with resource and/or classroom teachers, receive/manage electronic referrals and determine next steps.
- Create, monitor, and update student service/therapy plans, including goal writing.
- Schedule, attend, and host meetings to provide assessment feedback, for student case conferences, school team meetings, transition to school meetings, etc.
- Provide indirect supervision of CDAs, as required (e.g. discuss sessions; provide guidance).
- Provide IEP consultation with school staff for alternative language/communication goals.
- Consult with psychoeducational testing team to discuss testing interpretation and student profiles.

D. Indirect Student-Specific Administrative Services

- Create and monitor caseloads for CDAs.
- Create and maintain student electronic charts and paper records.
- Document service delivery details including consent, student contact notes, and changes to the student service plan (e.g. discharge).
- Complete referrals to outside agencies, as required (e.g. AAC clinic; Sudbury CTC SBRS).



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| | | <ul style="list-style-type: none">• Complete screening results letters and create/update and share caseload list documents with schools.• Communicate and collaborate with speech-language pathologists at the local Children’s Treatment Centre (e.g. ask questions, share information). |
| Communicative Disorders Assistants | 1.5 | <p>Job Overview</p> <p>Reporting to the Special Education Curriculum Coordinator, the Communicative Disorders Assistant conducts speech and language screenings and delivers a range of assigned intervention programs to support students’ speech and language needs. The incumbent participates as an integral member of a dedicated interdisciplinary team in collaboration with school staff, outside professionals and families, ensuring a focus on students’ speech and language needs through modeling of oral language strategies and the effective use of augmentative and alternative communication systems.</p> <p>Responsibilities and Duties</p> <p>A. <u>Classroom Intervention</u></p> <ul style="list-style-type: none">• Establish intervention plans according to specific goals outlined by the Speech Language Pathologist (SLP) assessment. Follow up with weekly visits at school.• Utilize push-in speech therapy as a collaborative classroom-based intervention approach.• Work on specific student goals, ensuring modelling strategies for language skill development through involvement of in-class teams.• Model language facilitation strategies and the use of visual materials, communication devices/systems to members of the classroom educator team. <p>B. <u>Program Planning</u></p> <ul style="list-style-type: none">• Collect student specific data as requested by SLP to assist with programming recommendations.• Provide workshops and training relevant to students with communication disorders in conjunction with the SLP.• Plan sessions that include creative activities, games, and selected books that are specific to student goals.• Review and adapt reading material to suit the needs of students, i.e. simplified books and customized activities etc.• Identify and provide visuals for students with communication needs, social needs, dysregulation needs etc. |



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| | | <ul style="list-style-type: none"> ● Provide visual schedules for transition needs and routines according to the specific needs of students. ● Participate in family meetings to support a preventative and integrated approach. ● Track inventory and maintain SLP equipment, materials and resources. ● Identify required resources and communication materials for school teams and parents to support service delivery models. <p>C. <u>Data Collection and Reporting</u></p> <ul style="list-style-type: none"> ● Prepare charting session information for each student based on classroom interaction; submit to the SLP for review. ● Prepare notes and secure data for ongoing tracking of student progress. ● Communicate with school team and families concerning the performance and/or progress of students. ● Conduct standardized screens with flagged students. ● Collect observations or non-standardized information of flagged students. ● Record and transcribe language samples for SLP review. |
| <p>Psychologist Psychological Associate</p> | <p>1</p> | <p>Job Overview Reporting to the Superintendent of Education, the Psychologist / Psychological Associate is responsible for completing and reviewing psycho-educational assessments and providing leadership and consultative services to the Mental Health, Behaviour, Autism, Psychometry and Speech and Language teams. Working as part of multi-disciplinary support team, the incumbent ensures all assessment, consultative and support services are conducted efficiently, in compliance with relevant legislation and in accordance with the Board’s missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Students Assessments</u></p> <ul style="list-style-type: none"> ● Complete psycho-educational assessments of students. ● Develop and submit assessment reports. ● Monitor and address concerns with assessment waitlists. <p>B. <u>Programming</u></p> |



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| | | <ul style="list-style-type: none">• Research, develop and present recommendations to support programming at the School level.• Provide support and consultation programs and services, including accommodation and modifications.• Develop Individual Education Plans (IEP) for students. <p>C. <u>Oversight of Psychometrist & Teacher Diagnostician</u></p> <ul style="list-style-type: none">• Supervise and approve the work of the Board Psychometrist and Teacher Diagnostician. <p>D. <u>Other Duties</u></p> <ul style="list-style-type: none">• Complete other duties, as may be assigned by the Superintendent. |
| Psychometrist | 2 | <p>Job Overview</p> <p>Reporting to the Special Education Coordinator, the Psychometrist works under the general supervision of a licensed psychologist and is responsible for collecting data, observations, and psychometric tests to identify the strengths and needs of students. Working as part of a multi-disciplinary team, the incumbent develops recommendations to support the student's academic learning success and ensures all related support services are delivered efficiently, in compliance with relevant legislation and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Psychometric Testing Administration</u></p> <ul style="list-style-type: none">• Schedule appointments to coordinate with parent schedules and School activities.• Develop rapport to encourage optimal student engagement in assessment processes.• Collect information relevant to assessments through review of file and OSR as well as interviews with the student, parents, teachers and special education colleagues.• Select psychometric tests that are responsive to the presenting concerns of the parent/School.• Adapt the administration and scheduling of tests to meet specific student needs while remaining compliant with standardized testing procedures.• Provide ongoing support to the student for testing issues of an academic, behavioural or psychological nature. |



B. Data Analysis

- Perform analysis on data derived from tests, surveys, questionnaires and combine with data from observations and interviews to formulate solid conclusions.
- Demonstrates solid understanding of psychometric properties and application to diverse student populations.
- Adopt a proactive approach to independently advance knowledge and skills related to administering relevant new tests.
- Maintain professional currency on topics, research, questions, and problems relevant to the identification of student need and appropriate interventions.

C. Report Writing

- Prepare and submit psychological reports to the licensed psychologist for review to support the diagnosis of a disability which may be impacting the student's school performance.
- Interpret psychological information gathered from relevant external agencies.

D. Recommendation Development

- Provide recommendations for appropriate interventions based upon information that has been gathered and which are reflective of best practices in the academic field.

E. Communication and Feedback

- Demonstrate strong knowledge of cognitive, behavioural, and mental health disorders/conditions and effectively convey that information and related applications within a school setting.
- Distil and explain complex procedures, processes and profiles to parents/guardians, outside agencies, and school personnel.
- Provide professional opinions based upon standardized measures, interviews, observations, and knowledge of the education system.
- Provide recommendations to support student success based upon the profile generated.
- Provide guidance to members of the multi-disciplinary team and school personnel to prepare IEPS and make recommendations for additional services which may be needed.



Department: Mental Health

| Position | No. of Positions | Roles and Responsibilities |
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| Mental Health Lead | 1 | <p>Job Overview Reporting to the Superintendent of Education, the Mental Health Lead is responsible for all mental health initiatives undertaken by the School Board. The incumbent provides oversight to the design, rollout, and implementation of mental health programming, leads the clinical supervision of the mental health team and ensures effective mental health resources across the Board. The Mental Health Lead bears the responsibility for every student and School as it pertains to mental health and ensures all mental health related programs and activities are conducted efficiently, in compliance with relevant legislation and in accordance with the Board's missions, policies, and Catholic values.</p> <p>Responsibilities and Duties</p> <p>A. <u>Clinical Supervision & General Support of Counselling Team</u></p> <ul style="list-style-type: none">● Lead monthly meetings with the mental health team.● Facilitate monthly individual clinical supervision meetings with each counsellor.● Provide ongoing consultation and support to counsellors, as needed.● Collaborate with Special Education Coordinator and Superintendent to make decisions regarding allocation to schools, counsellor schedules, etc. <p>B. <u>Direct Support to School Staff for Student Special Needs</u></p> <ul style="list-style-type: none">● Attend at case conferences for students with complex profiles.● Attend monthly meetings with Principals for mental health needs at their school.● Provide ongoing consultation with Principals and school staff on the needs of students.● Facilitate delivery of regular professional development to Educational Assistants, Early Childhood Educators, Teachers, and Principals. <p>C. <u>Community Partner Connections & Committee Work</u></p> |



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| | | <ul style="list-style-type: none"> ● Engage with community partners for referrals out and services within the Schools. ● Oversee referral pathways including Care and Treatment (Section 23 classrooms). ● Oversee contracts with applicable community partners for mental health services. ● Participate on internal committees to provide input and mental health subject matter expertise. ● Represent the Board on external committees (e.g. Drug Strategy Committee; Rapid Response Situation Table; local YWHO committee, etc.). <p>D. <u>Planning and Implementation of Resources to Support Mental Health Strategy</u></p> <ul style="list-style-type: none"> ● Engage regularly with SMHO at individual, regional and provincial levels. ● Engage with new mental health resources for students including research, planning, review, training and implementation. ● Plan and create the Board’s 3-Year Mental Health & Addictions Strategy Plan and annual One Year Action Plans. ● Research and allocate resources to support the Mental Health Team. <p>E. <u>Direct Intervention and Crisis Support</u></p> <ul style="list-style-type: none"> ● Direct engagement in times of student crisis and other emergencies that impact student and School mental health. ● Support students who may be at immediate risk due to their mental health (e.g. suicidal ideation; self-harm; threat of violence, etc.). ● Coordinate the response of the Board and Schools in tragic events (e.g. student or staff death; acts of significant violence; etc.). ● Develop elements of the Board’s Pastoral Response binder which provides the response protocol to be followed during times of School tragedy. |
| Student and Family Counsellors | 11 | <p>Job Overview</p> <p>Reporting to the Special Education Coordinator, the Student & Family Counsellor is responsible for providing support services to students and families through consultation and assessment, crisis intervention, counselling, and attendance investigation. As a member of a multi-disciplinary team, the incumbent engages in community liaison and networking, professional development, prevention programming and child/family advocacy. The Student & Family Counsellor provides</p> |



professional skills to assist students in problem solving and conflict resolution in a safe and healthy manner and ensures all related support services are delivered efficiently, in compliance with relevant legislation and in accordance with the Board's missions, policies, and Catholic values.

Responsibilities and Duties

- A. Individual/Family Counselling and Crisis Intervention
 - Provide assessment and treatment to students with complex mental health needs and their families.
 - Provide therapeutic interventions and emotional support to youth aged 4-21 years on an ongoing and crisis basis.
 - Complete risk assessments and provide safe planning to youth, their families, School support team members and community partners.
 - Participate as an active member of the Board's Crisis Response Team.
 - Provide follow-up treatment as recommended by psychiatrist, paediatrician and family doctor.

- B. Team Collaboration and Consultation
 - Actively participate as a member of a multi-disciplinary support team.
 - Consult with learning resource teachers and guidance counsellors to support students' academic and mental health needs.
 - Ensure consistent communication with teachers, principals, and other support staff to assess and meet social, emotional and academic needs of students.
 - Provide recommendations to school staff to support student's needs.

- C. Referrals and Attendance
 - Manage referrals as they come in from students, teachers, parents, principals, caregivers, and community partners.
 - Meet with and provide direct support to students on an 'as needed' basis (no wait-listing).
 - Collaborate with students and their families where the student is exhibiting difficulties with attendance and offer support to address barriers.
 - Complete telepsychiatry referrals and collaborate with psychiatrists, pediatricians, and family doctors



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| | | <p>and act as the designated case manager for all referred students.</p> <p>D. <u>Programming</u></p> <ul style="list-style-type: none">● Create and deliver groups and psychoeducation to individuals and whole classrooms.● Provide programming and resources to teachers on mental health.● Setup and deliver Behaviour Management Systems training to teachers, educational assistants and administrators.● Maintain professional currency and certification as outlined by regulatory colleges. <p>E. <u>Administration and Documentation</u></p> <ul style="list-style-type: none">● Maintain up-to-records of all sessions as per PHIPPA (Personal Health Information Act, 2004) requirements.● Complete and score student assessments and communicate results with appropriate stakeholders.● Liaise with family doctors, psychiatrists, and paediatricians with summary letters for students' well-being.● Complete and file all required consent forms.● Respond to email/phone inquiries from parents, educators, community partners, administration and medical staff, as required. |
| Wellness Coach | 1 | <p>Job Overview</p> <p>Reporting to the Coordinator of Special Education, the Wellness Coach supports various schools in fostering wellness, calm and preparedness for learning. The incumbent uses age-appropriate activities and strategies that support students in maintaining emotional regulation, calm and focus throughout their days at school. The Wellness Coach leads whole classroom group activities and offers specialized wellness support to small groups of students as necessary.</p> <p>Responsibilities and Duties</p> <p>A. <u>Wellness Support</u></p> <ul style="list-style-type: none">● Lead whole classroom group activities including activities focused on calming strategies such as mediation, mindfulness, progressive muscle relaxation, deep breathing etc.● Recognize small groups of identified students who require additional support through calming activities |



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| | | <p>to improve their emotional recognition, emotional regulation and calm throughout the school day.</p> <ul style="list-style-type: none"> • Target and determine groups of students who require longer involvement in physical activities as necessary. • Communicate the benefits of wellness activities and encourage student participation. Monitor students participating in exercise activities and their progress. • Consult with members of the school team including teaching staff and principals regarding Wellness Coach resources and distribution within schools. • Follow up with wellness resources and allocation of resources to students. • Collaborate with the Special education team regarding specific wellness needs of schools within the HSCDSB. |
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Department: Indigenous Education

| Position | No. of Positions | Roles and Responsibilities |
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| System Administrator - Equity, Diversity and Indigenous Education | 1 | <p>Job Overview VP of Equity, Diversity and Indigenous Education will work closely with senior board administration, the curriculum and Spec. Ed departments, school staff and the IEC to support Equity, Diversity and Indigenous Education in the following ways:</p> <ul style="list-style-type: none"> • Daily oversight of the Indigenous Education Department including the Graduation Coach, Transition Coaches and Cultural Resource Workers, which includes but is not limited to performance evaluation, pre-purchase approval, vacation/leave requests, budget planning and monitoring, facilitate staff meeting, liaising with school administrators. • Regular check-ins and collaboration with other members of the Indigenous Education Department (e.g., Indigenous Education Lead, Student and Family Counsellor, Literacy Intervention teacher). • Work with H.R. to develop job descriptions and non-union performance evaluation for Graduation Coaches, Transition Coaches and Cultural Resource Workers. • Support the Outdoor Education Program as it relates to Indigenous Land-based learning (e.g., coordinating Elder/Knowledge Keeper visits, |



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| | | <p>working closely with staff for program planning, such as field trips, and promotion, review MOU with local First Nations and MNO, supporting the use and scheduling of the Teaching Lodge, regular site visits for monitoring, etc.).</p> <ul style="list-style-type: none">● Support Indigenous programming at the STEAM Lab (e.g., coordinate program resources, pre-approval of purchases, regular site visits, etc.).● Developing procedure for Elders and Knowledge Keepers in schools (e.g., rate of Honoria, protocol for welcoming them into the school, establishing a list of available Elders and Knowledge Keepers, scheduling and booking, vetting process; partner with Nogdawindamin.● Reach out to First Nations that do not have an Education Service Agreement to facilitate the process of revising them.● Assist with Reciprocal Education Agreements (reach out to First Nations to ensure the Board has the appropriate forms for OnSIS reporting).● Liaising with First Nations providing Indigenous Support Workers in schools (e.g., acquire Vulnerable Sector Checks, Oath of Confidentiality, work with school administrator and First Nation to resolve any conflicts or concerns related to the position).● Assist the Superintendent of Education with Special Education responsibility with Jordan's Principle application letters and tracking of approvals, as well as liaising with First Nations, community partners, and families.● Collaborate to develop, monitor and report on the board's Indigenous Education Plan (BAP).● Provide and develop professional learning on Anti-Racism, Anti-Oppression and Anti-Bias.● Co-chair the board's Indigenous Education Committee and Equity Committee.● Review and assist with revisions of applicable Board policies and procedures.● Liaise and collaborate with HSCDSB and Ministry staff to implement Ministry policies, curricula, and initiatives, including the implementation of Ontario's Equity and Inclusive Education Strategy and the board's Equity and Inclusive Education Policy and Procedure. |
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| | | <ul style="list-style-type: none"> • Collaborate with community partners and board staff (i.e., Human Rights and Equity Advisor) to develop, monitor and report on an Equity and Diversity Strategic Plan. • Identify and encourage the use of effective practices in Equity, Human Rights. • Support the implementation of PPM 144: Bullying Prevention and Intervention (e.g. Board policy and procedure, Climate Surveys, school plans). • Participate in and contribute to the Board level Committees (e.g., Safe and Healthy Schools). |
| Indigenous Lead | 1 | <ul style="list-style-type: none"> • Improve Indigenous student achievement and well-being; • Enhance the knowledge and awareness of all students about First Nation, Métis and Inuit cultures, histories and perspectives; • Support Native as a Second Language teachers and instruction; • Collaborate and liaise with local First Nations, Métis, and Inuit communities, organizations, students and families; • Supporting the implementation the First Nations, Métis and Inuit self-identification policies and administrative procedures in their board and reviewing the policy as needed; • Co-chair the board’s Indigenous Education Committee; • Collaborate to develop, monitor, and report on the boards’ Indigenous Board Action Plan (BAP). |
| Indigenous Transition Coach | 5 | <p>Job Overview Reporting to the Superintendent of Education, the Indigenous Transitions Coach provides support to self-identified Indigenous (First Nation, Metis, and Inuit) students with their transitions into and out of Elementary School within the District School Board. The incumbent advocates and engages with parents to foster the success of students. The Transitions Coach provides cultural and academic supports, ensuring that barriers and solutions to student learning, engagement and well-being are identified.</p> <p>Responsibilities and Duties</p> <p>A. <u>Indigenous Learner Supports</u></p> <ul style="list-style-type: none"> • Provide academic support to Indigenous students that are transitioning into and out of Elementary School including referrals to tutors, conversations |



with parents and classroom teachers, academic assistance etc.

- Build Positive Relationships with indigenous Students and families by identifying barriers and solutions to student learning, engagement, and well-being.
- Provide cultural supports to enhance cultural knowledge including cultural resources such as books, workshops, elder visits, field trips, websites, local programming, etc.
- Promote the wellbeing of students through various activities such as Lunch and Learns, Mental Health and Program Referrals, Lunches in Cultural Room at School etc.
- Provide transition supports through the creation of unique transition plans for students. Foster conversations with students about their upcoming transition and provide supports/resources to both the student and the parents.

B. Family/Community Engagement and Collaboration

- Collaborate with schools to engage with parents, guardians, families, and communities to build trust, relationships, and along with the facilitation of ongoing communication and dialogue.
- Facilitate a circle of care to ensure that effective supports are leveraged to improve the success of indigenous students.
- Collaborate with schools to engage and support the student, family, and community, e.g. attendance at Indigenous Education Council Meetings.
- Engage and communicate with parents/communities through social media and attend meetings at schools with parents regarding student behaviour, supports, and transition meetings.
- Build and foster strong relationships with Indigenous Education Departments, First Nations, and child care centres to support the transition of students to local elementary schools.
- Collaborate with elementary educators to support the integration of indigenous ways of knowing and being, e.g. attending and building relationships with local child care centres to support with pre-kindergarten students transition into our Elementary School.
- Participate in the creating training opportunities and supporting resources for students; visit Local First Nations, First Nation Education Departments, First



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| | | Nation Programming and Training for collaboration in the identification and provision of student supports. |
| Indigenous Grad Coach | 1 | <p>Job Overview</p> <p>Reporting to the Principal, the Indigenous Graduation Coach provides support to self-identified Indigenous (First Nation, Metis, and Inuit) students to assist them in achieving academic goals for transitioning into post-secondary education. The incumbent provides cultural and academic supports to students. The Indigenous Graduation Coach collaborates with parents, indigenous community partners and outside Agencies to build networks and foster success for students during and outside of the school day.</p> <p>Responsibilities and Duties</p> <p>A. <u>Coaching and Indigenous Learner Supports</u></p> <ul style="list-style-type: none">● Build and foster positive relationships with Indigenous students by identifying barriers and solutions to student learning, engagement and well-being.● Identify and discuss academic goals with students to assist them into post-secondary education, training and employment opportunities.● Conduct one-on-one engagement sessions with students to build conversations, offer guidance and mentorship to improve their wellbeing and advance academic success.● Lead and assist staff members in improving the achievement, well-being and graduation rates for Indigenous students' attendance/enrolment in post-secondary institutions.● Connect students with appropriate resources/supports and services at school and within the community.● Provide food for students in the Culture Room through grocery shopping, meal planning, cooking, serving etc.● Plan and execute culturally appropriate field trips including sweat lodge visits, teaching lodge, youth conferences etc. <p>B. <u>Family/Community Engagement and Collaboration</u></p> <ul style="list-style-type: none">● Collaborate with schools to engage with parents, guardians, families, and communities to build trust, relationships, and along with the facilitation of ongoing communication and dialogue. |



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| | | <ul style="list-style-type: none">• Facilitate a circle of care to ensure that effective supports are leveraged to improve the success of indigenous students.• Collaborate with schools to engage and support the student, family, and community, e.g. attendance at Indigenous Education Council Meetings.• Engage and communicate with parents/communities through a social media page and attend meetings at schools with parents regarding student behaviour, supports, and transition meetings.• Participate in the creating training opportunities and supporting resources for students; visit Local First Nations, First Nation Education Departments, First Nation Programming and Training for collaboration in the identification and provision of student supports. |
| Cultural Resource Worker - Outdoor Ed | 2 | <p>Job Overview</p> <p>The Cultural Resource Worker will coordinate and support cultural knowledge sharing and planning for HSCDSB's Outdoor Education program. The Cultural Resource Worker for Outdoor Education is responsible for the development and delivery of innovative and engaging cultural programming and to provide support to integrate local Indigenous history, culture, perspectives, language and land-based teachings. The Cultural Resource Worker will assist in drawing on the expertise of Elders and Knowledge Keepers to ensure authentic learning experiences for students and staff.</p> <p>Specific Description:</p> <ul style="list-style-type: none">• Collaborate with teachers in the Outdoor Education program to provide input for lesson planning and long-range planning that integrates Indigenous teachings, cultures, perspectives and values into the Grades 6, 7 and 8 curriculum.• Develop and deliver Indigenous cultural and land-based education, rooted in Indigenous knowledge, cultures and traditions for students in the Outdoor Education program.• Ensure that all land-based learning activities are conducted in a manner that respects the land, Indigenous protocols and the safety of participants.• In consultation with the System Administrator for Equity, Diversity and Indigenous Education and the Indigenous Lead, invite in Elders, Knowledge Keepers and community |



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| | | <p>members, ensuring that teachings and practices are accurately represented and respectfully integrated into the program.</p> <ul style="list-style-type: none">• Incorporate and adapt land-based learning activities to meet the diverse learning styles and needs of students.• Promote Indigenous education through coaching and modeling the Anishinaabemowin language.• As the Teaching Lodge Keeper, ensure that the lodge remains a place of learning, reflection and culture practice.• Ensure the Teaching Lodge is clean, safe and ready for use.• Safeguard the spiritual and cultural integrity of the lodge, ensuring that it is respected as a sacred space.• Work with Elders and Knowledge Keepers to uphold traditional teachings, ceremonies and practices within the lodge.• Serve as a cultural guide, helping participants understand the significance and proper conduct within the lodge.• Help coordinate the scheduling of events in the lodge, ensuring that activities align with cultural protocols and community needs. |
| <p>Cultural Resource Worker - STEAM Lab</p> | | <p>Job Overview The Cultural Resource Worker will coordinate and support cultural knowledge sharing and planning for HSCDSB's STEAM (Science, Technology, Engineering, Art, Math) Lab. The Cultural Resource Worker for the STEAM Lab is responsible for the development and delivery of innovative and engaging cultural programming and to provide support to integrate local Indigenous history, culture, perspectives, language and teachings. The Cultural Resource Worker will assist in drawing on the expertise of Elders and Knowledge Keepers to ensure authentic learning experiences for students and staff in the area of STEAM.</p> <p>Specific Description:</p> <ul style="list-style-type: none">• Collaborate with Curriculum Department staff (Steam Lead, Experiential Learning Lead, Steam Teacher, Math Facilitators) to provide input for lesson planning and long-range planning that integrates Indigenous teachings, |



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| | | <p>cultures, perspectives and values into the STEAM Lab programming.</p> <ul style="list-style-type: none">● Develop and deliver Indigenous culture and teachings into STEAM student learning experiences.● In collaboration with the System Administrator for Equity, Diversity and Indigenous Education and the Indigenous Lead, invite in Elders, Knowledge Keepers and community members, ensuring that teachings and practices are accurately represented and respectfully integrated into the program.● Incorporate and adapt Indigenous-focused STEAM learning activities to meet the diverse learning styles and needs of students.● Promote Indigenous education through coaching and modeling the Anishinaabemowin language.● Research and vet resources for Indigenous STEAM activities that can be shared with educators, families and students.● Develop and help to deliver Indigenous-focused STEAM professional development for staff. |
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