



With 50 schools, over 22,000 students and more than 3,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

Assistant to the Superintendent – Human Resources

Open To:	Open Competition
Job Location:	Catholic Education Centre, 46 Alliance Boulevard, Barrie, Ontario
Position Type / Hours:	Full-Time Permanent. Monday to Friday, 8:30am to 4:30pm, 35 hours weekly, plus overtime as required
Annual Compensation:	\$134,799

Reporting to the Superintendent of Human Resources, the Assistant to the Superintendent of HR provides leadership for an empowered group of human resources professionals in a large, multi-union public sector environment. The successful candidate will be responsible for collaborating with internal/external stakeholders, including employee representatives, to manage a diverse array of employee and labour relations functions, including but not limited to: school recruitment & staffing; grievance/mediation/arbitration case management; workplace investigations (including coordination with 3rd parties such as the Ontario College of Teachers, Children's Aid Society, etc.); and supporting labour negotiations. Key to this position is ensuring that all human resources practices and procedures are optimally aligned with the Simcoe Muskoka Catholic District School Board's vision, mission, policies and strategic priorities.

Specific duties and responsibilities include:

- ❖ Providing collaborative and engaging leadership to a diverse and talented group of 10 HR professionals and support staff.
- ❖ Fostering an environment of positive employee and labour relations for all unionized and non-unionized staff. Ensuring that all HR practices and processes are streamlined and responsive to the needs of all internal and external stakeholders.
- ❖ Coordinating with school and system leaders to determine required staffing levels for each job classification, based on enrolment projections and relevant collective agreement provisions, within all SMCDSB elementary and secondary schools.
- ❖ Collaborating with internal stakeholders throughout the school year to ensure that all positions are filled with staff that are capable of meeting/exceeding the needs of students and school communities.
- ❖ Overseeing processes used to fill open positions, ensuring compliance with the Ontario Education Act, other related legislation/regulations, and relevant collective agreement provisions. Committed to deploying best practices and continuously improving processes related to the staffing function.
- ❖ Working in collaboration with the Superintendent of HR and other stakeholders to support the investigation and resolution of grievances in a proactive manner that creates positive outcomes and fosters constructive relationships with union representatives, while adhering to collective agreement requirements.
- ❖ Playing a key role in supporting the Superintendent of HR with collective bargaining processes.
- ❖ In collaboration with the Superintendent of HR, supporting workplace investigations including, where necessary, engaging with 3rd party partners (e.g. Ministry of Education, Ontario College of Teachers, Family Connexions, etc.) in accordance with regulatory requirements.

Required Skills and Qualifications:

The successful candidate will bring the following skills and experiences to the role:

- ❖ A minimum of 7 years of related leadership experience in the Ontario K-12 education sector, including 3 years as a school principal.
- ❖ Appropriate academic qualifications.
- ❖ Demonstrated employee and labour relations skills with a proven ability to successfully manage robust workplace investigations in a comprehensive, confidential and empathetic manner.
- ❖ Experience with staffing processes and protocols in an Ontario K-12 environment and in accordance with MOE guidelines and local collective agreements.
- ❖ Proven organizational and time management skills.
- ❖ Demonstrated team leadership skills, utilizing a collaborative, participatory and empowering approach.
- ❖ Strong computer skills, including experience with Microsoft Office / Google Suite and enterprise resource planning (ERP) tools.
- ❖ Exceptional oral and written communication skills, demonstrating diplomacy, negotiation, conflict resolution and issue-based problem-solving techniques.
- ❖ Demonstrated coaching skills. Able to support Board leaders to meet their day-to-day employee and labour relations challenges.
- ❖ Must possess a valid Ontario Driver's Licence, have access to a vehicle and be willing to travel to all Board locations.

Interested candidates must forward, in confidence, a cover letter, resume and supporting documentation to hr@smcdsb.on.ca by January 14, 2022 at 4:00pm. Please quote job posting number 147-21/22 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at hr@smcdsb.on.ca. Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Frances Bagley
Director of Education

Joe Zerdin
Chair, Board of Trustees



Our Vision

OUR FAITH. OUR STUDENTS. OUR FUTURE.

Our Mission

Faithfully, inclusively and equitably, we inspire every student to realize their God-given potential.

