



## **SUPERINTENDENT OF BUSINESS SERVICES** *Halton Catholic District School Board*

The Halton Catholic District School Board is a model learning community, widely recognized as distinctively Catholic. A provincial leader in student achievement, HCDSB provides exceptional educational experiences and services to over 35,000 students of all ages. God's call to love and to serve is nurtured across our 45 elementary schools, 9 secondary schools, and 3 continuing education facilities, serving the communities of Burlington, Halton Hills, Milton, and Oakville. With a focus on *Achieving, Believing, and Belonging*, we provide our students and staff with the tools for realizing their fullest potential, while also instilling a life-long commitment to the community.

Reporting to the Director of Education, the Superintendent of Business Services is a member of the senior leadership team and acts as the Chief Financial Officer and Treasurer of the Board. Major responsibilities include the management of the following services: Financial/Business operations; Transportation; Planning; Information Technology and Purchasing.

Candidates must be qualified in accordance with the Ontario Ministry of Education's Regulation 309 (professional designation and qualifications) and must have business management experience within a school board environment. Completion of the Ontario Business Supervisory Qualification Program or eligibility to complete the program within two (2) years is mandatory.

Proven leadership qualities, superior interpersonal, communication and organizational skills, as well as a commitment to fulfilling the mission and values of the Catholic school system will be viewed as prerequisites for appointment to this senior position.

The appointment to the position of Superintendent of Business Services is effective February 2019.

To pursue this opportunity, candidates are invited to submit a complete résumé, including proof of qualifications and three (3) professional references, no later than **4:00 p.m. on Thursday February 7, 2019 to:**

**Pat Daly**  
**Director of Education**  
**Halton Catholic District School Board**  
**802 Drury Lane, P.O. Box 5308**  
**Burlington, ON L7R 4L3**

*The Halton Catholic District School Board will provide accommodations throughout the recruitment process to applicants with disabilities. If you are selected to participate in our recruitment process, please inform our Human Resources Staff of the nature of any accommodation(s) that you may require. Information received relating to accommodation needs of applicants will be addressed confidentially.*