

ROLE OF DIRECTOR OF CORPORATE SERVICES

Background

Guided by the Division's vision, mission, and core values, the Director of Corporate Services will assist the Director of System Assurance and the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Director of Corporate Services is directly responsible and accountable to the Superintendent.

Procedures

The Director of Corporate Services will have specific responsibilities for:

1. Human Resources Leadership

- 1.1. Provides recommendations to the Superintendent regarding strategic workforce planning.
- 1.2. Assists Division personnel with human resources processes (e.g. conflict resolution, investigations, and mediation).

2. Human Resources Management

- 2.1. Conducts the selection process and participates in the selection panel for all administrative positions as assigned by the Superintendent.
- 2.2. Recruits and hires all certificated personnel in consultation with the direct supervisor in accordance with Superintendent direction and approved budget.
- 2.3. Ensures job descriptions are developed and updated, and evaluation processes are implemented, for "direct reports", in accordance with the procedures established by the Superintendent.
- 2.4. Ensures the recruitment of all staff is handled appropriately.
- 2.5. Ensures frameworks for supervision and evaluation of all certificated personnel are in place.
- 2.6. Supervises the evaluation of certificated staff by, and in consultation with, principals/supervisors.
- 2.7. Provides for the recruitment and appointment of Corporate Services staff.
- 2.8. Supports Division professional development for staff.
- 2.9. Supports the professional development and certification requirements of Corporate Services staff.
- 2.10. Administers the certificated employee classification system (job descriptions, grid placements)
- 2.11. Administers the non-certificated employee classification system.
- 2.12. Supervises the Division payroll function.
- 2.13. Administers the Employee and Family Assistance Program for all staff.
- 2.14. Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
- 2.15. Secures legal and other advice in matters of collective agreements and labour relations.
- 2.16. In collaboration with the Superintendent, ensures support to the Board's negotiating committee.

3. Board Secretary

- 3.1. Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.

- 3.2. As the designated coordinator, ensures the maintenance, access to, and protection of records in accordance with the Access to Information and Protection of Privacy Acts and Regulations.
- 3.3. Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
- 3.4. In years of municipal elections, assumes duties as Returning Officer for the Division:
 - 3.4.1. Preparing all notices and advertising as required.
 - 3.4.2. Ensuring the Board addresses all necessary by-laws and resolutions that require attention.
 - 3.4.3. Working cooperatively with municipal partners to hold joint elections, including arrangements for all necessary agreements to be put in place.
 - 3.4.4. Receiving Nomination Papers from prospective trustees.
 - 3.4.5. Reporting to Alberta Municipal Affairs and Alberta Education as required.

4. Fiscal Responsibility

- 4.1. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Assists the Superintendent in the planning, development, implementation, and evaluation of Board policy within areas of responsibility.
- 5.2. Supports quality assurance in the planning, development, implementation, and evaluation of administrative procedures.
- 5.3. Ensures the application of Board policy and administrative procedures as required in the performance of duties.

6. Organizational Management

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Superintendent directives.
- 6.2. Contributes to the Division's culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative, and cohesive fashion.

7. Communications and Community Relations

- 7.1. Under the Public Interest Disclosure Act (Whistleblower Act), is responsible for the managing and investigating of disclosures by non-certificated employees of the Division, as outlined in Administrative Procedure 172 – Public Interest Disclosures by Employees.
- 7.2. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained within areas of responsibility.
- 7.3. Ensures Access to Information Act and Protection of Privacy Act processes are effectively implemented.

8. Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Superintendent.
- 8.2. Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3. Provides information which the Superintendent requires to perform their role in an exemplary fashion.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations.
- 9.2. Exhibits a high level of personal, professional, and organizational integrity.

References

Education Act Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225

Access to Information Act

Employment Standards Code

Labour Relations Code

Protection of Privacy Act

Approved: October 30, 2025

Reviewed: