

ROLE OF DIRECTOR OF BUSINESS SERVICES

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Director of Business Services will assist 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 Business Services is directly responsible and accountable to the Superintendent.

Procedures

The Director of Business Services will have specific responsibilities for:

1. Human Resources Management

- 1.1. Ensures job descriptions are developed and updated, and evaluation processes are implemented, for "direct reports", in accordance with the procedures established by the Superintendent.
- 1.2. Provides for the recruitment of all non-certificated staff.
- 1.3. Provides for the recruitment and appointment of Business Services staff.
- 1.4. Supports the professional development and certification requirements of Business Services staff.
- 1.5. Administers the non-certificated employee classification system.
- 1.6. Supervises the HPSD payroll function.
- 1.7. Administers the Employee and Family Assistance Program for non-certificated staff.
- 1.8. Provides support to ensure that each non-certificated staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
- 1.9. Ensures the provision of administrative support to the Assistant Superintendent, Human Resources as required.
- 1.10. Secures legal and other advice in matters of collective agreements and labour relations.
- 1.11. In collaboration with the Superintendent, ensures support to the Board's negotiating committee.

2. Board Secretary

- 2.1. Attends all Board meetings; ensures accuracy of recording of Board proceedings in minutes.
- 2.2. As FOIP Coordinator, ensures the maintenance, access, and protection of records in accordance with the FOIP Act and Regulations.
- 2.3. Provides for the interpretation of legislation affecting the operation of the HPSD, as directed by the Superintendent.
- 2.4. In years of municipal elections, assumes duties as Returning Officer for HPSD:
 - 2.4.1. Preparing all notices and advertising as required.
 - 2.4.2. Ensuring the Board addresses all necessary by-laws and resolutions that require attention.
 - 2.4.3. Working cooperatively with municipal partners to hold joint elections, including arrangements for all necessary agreements to be put in place.
 - 2.4.4. Receiving Nomination Papers from prospective trustees.
 - 2.4.5. Reporting to Alberta Municipal Affairs and Alberta Education as required.

3. Fiscal Responsibility

- 3.1. Operates in a fiscally prudent and responsible manner.
- 3.2. Addresses insurance liability matters.

4. Policy/Administrative Procedures

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

5. Organizational Management

- 5.1. 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.
- 5.2. Contributes to HPSP's culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative, and cohesive fashion.

6. Communications and Community Relations

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

7. Superintendent Relations

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

8. Leadership Practices

- 8.1. 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.
- 8.2. Exhibits a high level of personal, professional, and organizational integrity.

HPSP Appendices

[Appendix 454A – Performance Assessment Guide \(PAG\) for Director of Business Services](#)

Cross Reference

[Administrative Procedure 172 – Public Interest Disclosures by Employees](#)

References

Education Act Sections 11, 33, 52, 53, 68, 196, 197, 204, 222, 225
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code

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Reviewed: