

ROLE OF SUPERVISOR OF HUMAN RESOURCES

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Supervisor of Human Resources will assist the Director of Business in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

The Human Resources Supervisor is directly responsible and accountable to the Superintendent or designate.

Procedures

The Human Resources Supervisor will have specific responsibilities for:

1. Human Resources Leadership

- 1.1. Supports the training of school administrators and the development of leadership capacity within the HPSD, as approved by the Superintendent.
- 1.2. Provides recommendations to the Superintendent regarding strategic workforce planning.
- 1.3. Assists HPSD 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 frameworks for supervision and evaluation of all certificated personnel are in place.
- 2.4. Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff.
- 2.5. Supervises the evaluation of certificated staff by, and in consultation with, principals/supervisors.
- 2.6. Supports HPSD professional development for staff.
- 2.7. Provides support to ensure that each 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.
- 2.8. Coordinates with the Superintendent on the administration of all certificated employment contracts in the best interests of the HPSD, including leaves, transfers, transitions to retirement.
- 2.9. Administers the certificated employee classification system (job descriptions, grid placements).
- 2.10. Administers the Employee and Family Assistance Program for certificated staff.
- 2.11. Within areas of responsibility, seeks legal opinions as required.
- 2.12. Provides supervisory expertise to principals and HPSD personnel.
- 2.13. Provides support in matters related to staff professional development.

3. Student Learning

- 3.1. Supports implementation of HPSD and School Education Plans.
- 3.2. Supports implementation of school review processes.

4. Student Wellness

- 4.1. Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

5. Fiscal Responsibility

- 5.1. Makes recommendations to the Superintendent regarding staff allocations to include in the HPSD budget.
- 5.2. Develops a department budget within the parameters and constraints of the HPSD budget.
- 5.3. Ensures the proper fiscal management of department budget allocations.
- 5.4. Operates in a fiscally prudent and responsible manner.

6. Policy/Administrative Procedures

- 6.1. Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
- 6.2. Provides overall leadership in the planning, development, implementation and evaluation of Administrative Procedures.
- 6.3. Ensures the application of Board policy and HPSD administrative procedures as required in the performance of duties.

7. Organizational Management

- 7.1. 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.
- 7.2. Contributes to an HPSD culture which facilitates positive relationships, results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1. Under the Public Interest Disclosure Act (Whistleblower Act), is responsible for managing and investigating disclosures by certificated employees of the HPSD, as outlined in Administrative Procedure 172 - Public Interest Disclosures by Employees.
- 8.2. Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- 8.3. Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of direct reports.
- 8.4. Investigates, and facilitates resolution of, concerns and conflicts.

9. Superintendent Relations

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

10. Leadership Practices

- 10.1. 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.
- 10.2. Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 459A - Performance Assessment Guide (PAG) for Supervisor of Human Resources

Cross References

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

References

Education Act Sections 53, 68, 196, 197, 204, 222, 225

Employment Standards Code

Freedom of Information and Protection of Privacy Act

Labour Relations Code

Occupational Health and Safety Act

Leadership Quality Standard

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Reviewed: