

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **SUPERINTENDENT of HR, Policy and Public Relations**

**Policy Reference: BML-1.3**

**Reviewed by Committee: June 13, 2023**

The Superintendent of HR, Policy and Public Relations is responsible directly to the board in fulfilling their roles and responsibilities.

#### **ROLES AND RESPONSIBILITIES**

1. **FISCAL RESPONSIBILITY:**  
Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures. Oversees the preparation of the division operating budget as per Board direction.
2. **PERSONNEL MANAGEMENT:**  
Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements. The Board delegates the power to employ necessary staff, accept resignations and power to grant exchange leave for teachers and to cancel or alter that leave within the establishment and budgetary limits set by the school board, except senior officers and employees holding administrative or supervisory positions. The Board delegates the power to promote non-teaching staff into established positions. The Board delegates the power to make decisions with regards to the hiring and placement of teaching staff.
3. **POLICY:**  
Provides leadership in the planning, implementation and evaluation of Board policies. Furnishes the Board with information and recommendations required by the Board in the formation of new policy.
4. **ORGANIZATIONAL MANAGEMENT:**  
Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines within their portfolio. Serves as or designates the division's Privacy Officer.
5. **COMMUNICATIONS AND COMMUNITY RELATIONS:**

Takes appropriate actions to ensure positive internal and external communications are developed and maintained.

6. **LEADERSHIP PRACTICES:**

Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Minister.

7. **PERSONNEL WELFARE:**

Ensures policy is in place and implemented to facilitate the safety and welfare of individuals while participating in school programs or while being transported to or from school programs on transportation provided by the Division.