



HUMAN RESOURCES SERVICES – JOB DESCRIPTION

The position assigned to Human Resources services will be responsible for providing leadership and coordination of division-wide Human Resources Services within the Division including, but not restricted to, the following:

1. Work directly with all employment contracts, negotiations, entitlements, leaves, and return-to-work programs.
2. Oversee recruitment, including interviewing, and supervise contract management.
3. Be skilled in the areas of Catholic leadership, communication, fiscal management, and educational leadership.
4. Provide direct support and assistance to school administration in all matters related to Human Resources services.
5. Ensure the delivery of quality education is provided to every student.
6. Consistently articulate the Division's mission and inspire people to work toward that mission.
7. Represent the division at meetings and events with external education partners as directed by the Superintendent.
8. Work collaboratively with local, provincial, and other partners in education.
9. Be committed to a collaborative approach to decision making.
10. Liaise with and support division transportation carriers.
11. Coordinate and lead evaluations of Division Principals.
12. Support and assist in developing school leadership capacity within the Division.
13. Ensure written contracts, records, and information related to personnel matters are properly filed and maintained in accordance with provincial and Board requirements.
14. Assist in the hiring of all Division personnel in consultation with the direct supervisor and as directed by the Superintendent.
15. Lead and support wellness priorities for the Division.
16. Assist with Learning Services as directed by the Superintendent.
17. Complete other tasks which may be assigned by the Superintendent.



Reference: Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act