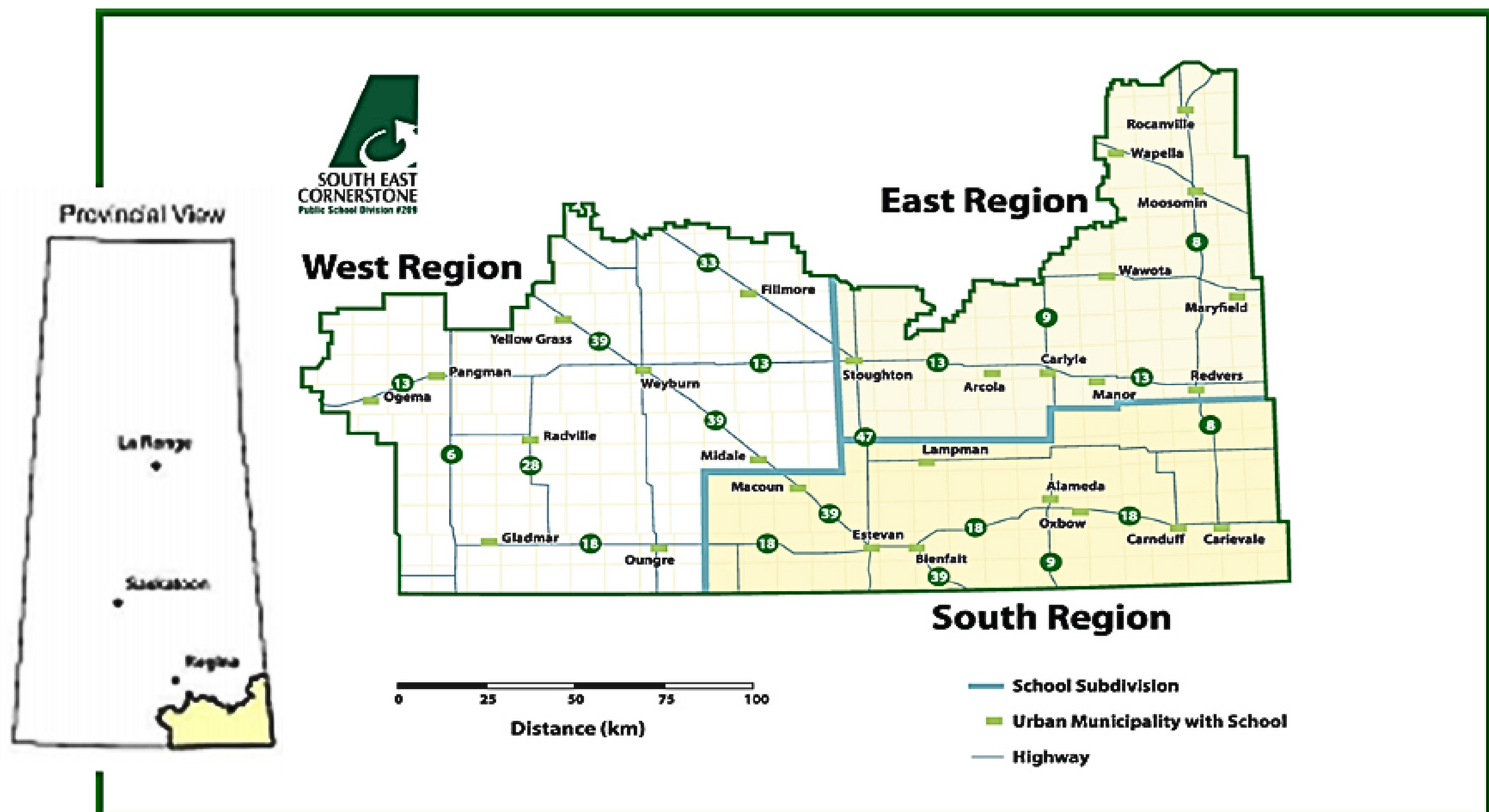


South East Cornerstone Public School Division is now  
accepting applications for the position of:

# SUPERINTENDENT OF HUMAN RESOURCES



The South East Cornerstone Public School Division serves the pre-K to grade 12 needs of over 8200 students and 1200 employees in 36 schools located throughout south east Saskatchewan. Headquartered in Weyburn, the Division is committed to achieving its vision of "Success and Achievement for Every Student in Every School." For more information on the Division please visit our website at [www.secpsd.ca](http://www.secpsd.ca)



**Position Type:** Educational Administration/Superintendent

**Location:** Central Office - Weyburn, SK

**Term:** This is a continuing contract that will commence on August 1, 2023

**Salary & Benefits:** A comprehensive compensation package is available, commensurate with your education, qualifications, and experience. This position includes a competitive salary, a full benefit package and an employer matched defined benefit pension plan.

**Closing Date:** 5/23/2023

**South East Cornerstone Public School Division**

80A 18th Street

Weyburn, SK S4H 2W4

(306) 848-0080

[secpsd.ca](http://secpsd.ca)

# DUTIES & RESPONSIBILITIES:

The Superintendent of Human Resource Services shall perform such duties and responsibilities as may include but not be restricted to the following:

- Provide leadership in conjunction with the Director and Board of Education as it relates to the Division's Strategic Plan
- Establish objectives for the Human Resource department aligned with the division's mission and strategic direction which are met through the effective protection and management of financial and material resources in keeping with The Education Act
- Oversee and monitor the operations and outcomes of Human Resources including alignment with division and ministry goals, objectives, and requirements
- Lead continuous improvement within Human Resources
- Prepare and implement employment contracts and maintain a registry of all employment contracts and legal undertakings of the school division
- Evaluate staff within Division Services and facilitate appropriate professional development
- Develop, implement, and maintain policies, administrative procedures, and guidelines pertaining to Human Resources
- Ensure division compliance with all legal and other legislative requirements as it pertains to Human Resources
- Conduct oneself in a manner appropriate to an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Identify, assess, prioritize, and mitigate potential risks to the School Division
- Promote a productive culture in the organization that values diversity, trust and respect for individuals and their contributions
- Facilitate workplace accommodations as required
- Foster an organizational climate conducive to constructive employee & labour relations
- Manage all aspects of the labour and employee relations including formulating bargaining strategies consistent with the short and long-term needs of the organization
- Perform as chief spokesperson during support staff bargaining
- Represent the organization as the management delegate in grievances and arbitrations
- Provide guidance in performance management to ensure that all employees are given the direction and support required to excel within their jobs
- Provide leadership to supervisory staff in the monitoring and evaluation of employee performance and subsequently initiate any corrective or disciplinary action where necessary
- Monitor and evaluate the compensation strategy to ensure it is consistent with the objectives of recruiting, motivating, and retaining qualified people and ensures the compensation program is relative to comparable organizations
- Review existing and forthcoming legislation to determine human resource impact on the organization and provide recommendations to ensure all relevant policies, procedures, practices, and processes are in compliance.
- Lead and participate in workplace investigations as required
- Assist in the preparation of annual staffing budget while ensuring detail and accuracy
- Lead the Safety Management System (OHS)
- Perform other duties as may be required or assigned by the Director of Education with no more than 30 percent teaching or duties working directly with students as defined in the current STF Provincial Bargaining Agreement

# QUALIFICATIONS:

- Master of Education degree
- Eligibility for membership in League of Educational Administrators, Directors and Superintendents (LEADS)  
Minimum of 7 years successful teaching experience including progressive experience at the administrator or division wide accountability level

## For Further Information Contact:

Keith Keating, Director of Education

Phone: (306) 848-0080

Email: keith.keating@secpsd.ca

Accepting online applications only. This posting will be removed from the website at 11:00pm on the closing date.

We thank all applicants however only those interviewed will be contacted.