Applications are invited for the position of Secretary Treasurer for Northland School Division. Duties will commence September 1, 2020 or as mutually agreed.

THE DIVISION
The Northland School Division (NSD) is a unique Alberta school jurisdiction largely serving First Nation and Métis students in 19 smaller rural schools. The schools are located in Anzac, Calling Lake, Chipewyan Lake, Conklin, Desmarais, East Prairie Métis Settlement, Elizabeth Métis Settlement, Fishing Lake, Fort Chipewyan, Fort McKay, Gift Lake, Grouard, Janvier, Paddle Prairie, Peavine Métis Settlement, Sandy Lake, Susa Creek and Wabasca. An outreach school, Career Pathways, is also located in Wabasca.

The Division Office is located in Peace River. The Superintendent is supported by two area Associate Superintendents, an Associate Superintendent of Human Resources, a Secretary Treasurer as well as a Communications Coordinator. The Division serves approximately 2,000 students and employs 169.6 full-time equivalent certificated staff and 249.9 non-teaching staff.

The Division’s operating budget for 2019/20 was approximately $63,000,000. The eleven-member Board of Trustees is elected from eleven different wards. The Board has a strong commitment to providing personalized educational land-based learning opportunities for all students.

THE REGION
The Division encompasses most of the northern third of the province and borders both British Columbia and Saskatchewan.

The region is rich in natural resources; oil and gas and forestry are among the main contributors to the economic base. As for things to do, you’ll find no shortage of activities right outside your door. There's untouched wilderness to explore, lakes and rivers to fish, and a rich historical past to discover. In the summer you'll have endless hours of sunlight to play in, while the winter months bring out dazzling displays such as the magnificent “northern lights”.

THE CANDIDATE
The successful candidate will have knowledge of and experience with Board governance, records management, statutory and regulatory requirements and election processes and be highly skilled in fiscal management; will be an energetic and progressive leader, with a strong commitment to public education and to the Division’s mission, vision and principles.

This individual will have a strong work ethic; be committed to excellence and continuous improvement; be a strong team player; and will ensure accountability of self and others. The candidate will have demonstrated exemplary organizational, technological, interpersonal, communication and conflict resolution skills and have the ability to liaise with Alberta Education and Infrastructure departments.

Responsibilities include serving as the Division’s chief financial officer and corporate secretary; providing leadership for the development of the annual budget and facilities master plan; administering the student transportation program; and handling FOIP requirements, contracts, agreements and partnerships.

MORE INFORMATION
The Division: [www.nsd61.ca](http://www.nsd61.ca)

The competition will remain open until a suitable candidate is found. Applications received prior to July 17, 2020 are assured careful consideration.

APPLICATIONS
Email by July 17, 2020 a cover letter, curriculum vitae, and a list of at least five recent references in a single PDF file to:

Mr. Terry Gunderson
Alberta School Boards Association
E: tgunderson@asba.ab.ca
P: 780.451.7116

“Our students love to come to school in Northland”
Administrative Procedure 454
Role of the Secretary-Treasurer

Background

Guided by the Division's mission, vision, values and beliefs, the Secretary-Treasurer will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act, the Northland School Division Act and Board policy.

The Secretary-Treasurer is directly responsible and accountable to the Superintendent for providing leadership in the areas of financial and business administration.

Procedures

The Secretary-Treasurer will have specific responsibilities for:

1. Corporate Secretary
   1.1 Arranges and provides notice for all Board meetings, including committee and public meetings.
   1.2 Under the direction of the Superintendent, assists in the preparation of the Board meeting agenda package.
   1.3 Attends all Board meetings; ensures accuracy of recording of proceedings at all Board and committee meetings (minutes).
   1.4 Ensures proper completion of contracts, agreements and partnerships with outside corporations/agencies.
   1.5 Ensures appropriate insurance policies are in place for the Division.
   1.6 Ensures the maintenance, access and protection of records in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and Regulations.
   1.7 Ensures public disclosure of expenses by elected and appointed officials in accordance with legislation and Board policy.
   1.8 Provides for the interpretation of legislation affecting the operation of the Division, as directed by the Superintendent.
   1.9 Acts as Returning Officer for the election of trustees.

2. Corporate Treasurer
   2.1 Ensures the accuracy of funding received by the Division.
   2.2 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received.
2.3 Ensures the operation of the Division is fiscally responsible.
2.4 Administers the financial records and risk management operation of the Division.
2.5 Designs budget cycles which meet provincial requirements and provide for stakeholder input.
2.6 Prepares the draft budget, aligned with the proposed Three-Year Education Plan, under the direction of the Superintendent and within the guidelines set by the Board and the requirements of Alberta Education.
2.7 Manages the purchasing function for the Division.
2.8 Maintains appropriate inventory and appraisal records.
2.9 Provides oversight to the payroll program and ensures the program is consistent with Division values.
2.10 Acts as the Division’s signing authority, together with the Board Chair, for all financial, land and property transactions.
2.11 Invests surplus funds in accordance with Board policy and administrative procedures.
2.12 Manages and tracks progress of grants and special project funds.
2.13 Produces financial accountability and other reports in compliance with all legal and Ministerial mandates and timelines, and Superintendent directives.
2.14 Negotiates tuition agreements with Indigenous Services Canada (ISC) and First Nations in collaboration with the Superintendent, for Board approval.
2.15 Assists principals with the preparation of budgets and the management of their financial affairs.
2.16 In collaboration with the Associate Superintendent of Human Resources, provides support to the Board’s negotiating committees.

3. Human Resource Management

3.1 Ensures job descriptions are developed and updated, and evaluation processes are implemented, for direct reports, in accordance with the procedures established by the Associate Superintendent, Human Resources.
3.2 Provides input to the Associate Superintendent, Human Resources with regard to the recruitment and appointment of support personnel.
3.3 Provides support to the Associate Superintendent, Human Resources in the provision of learning opportunities for Division Office support staff and for business functions for school personnel.
4. Facility Services
   4.1 Provides leadership in the development of annual updates to the Three-Year Capital Plan, including provisions for instructional and support services.
   4.2 Ensures that building assets are maintained in an appropriate manner.

5. Student Transportation Services
   5.1 Ensures the safety and welfare of students while being transported to and from school on transportation provided by the Division.

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 leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
   6.3 Ensures application of Board policies and administrative procedures as required in the performance of duties.

7. Organizational Management
   7.1 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 a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations
   8.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
   8.2 Ensures parents and staff have a high level of satisfaction with the services provided and the responsiveness of the department.
   8.3 Investigates and facilitates resolution of concerns and conflicts, within assigned areas of responsibility.

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 his/her role in an exemplary fashion.

9.4 Performs other duties as may be required as a member of the Executive Team or as assigned by the Superintendent.

9.5 Serves on such committees as determined by the Superintendent.

10. Leadership Practices

10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom s/he works in carrying out the Superintendent's expectations.

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

Adopted/Revised: Sept/18; March 3/20; June 26/20

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