

ASSISTANT SUPERINTENDENT – HUMAN RESOURCES

Bulletin No. 20A-1

February 8, 2019

Administration Offices

River East Transcona School Division (RETSd) is the province's second largest school division, a division committed to providing educational opportunities to all students in a safe and secure environment. The division has an enrollment of over 16,500 students, approximately 2,800 employees and a budget of approximately \$192 million.

The Opportunity

Reporting to the superintendent/CEO, the successful candidate will be part of the division's senior administrative team comprised of the superintendent/CEO, four assistant superintendents, and the secretary-treasurer/CFO. The successful candidate will be responsible for, but not limited to:

- The human resource administration for instructional staff, including employee and labour relations, collective bargaining, recruitment, selection, and staffing for all schools
- The divisional evaluation/assessment/professional growth programs for school principals;
- The recruitment, selection and assignment of instructional staff;
- Supporting the creation of learning environments that foster conditions which promote the improvement of educational opportunities for all students;

Detailed roles and responsibilities specific to this position can be found on the River East Transcona School Division website at: <http://www.retsd.mb.ca/yourretsds/Policies/Documents/CDBB.pdf>

Attributes:

- Have a minimum of ten (10) years of progressively responsible leadership and management experience
- Demonstrated leadership ability in administration, which includes, but not limited to, instructional strategies and assessment, supervision and evaluation, human resource administration and collective bargaining
- Demonstrated commitment to excellence in teaching and learning and success working as a member of a collaborative team
- Demonstrated commitment to the development and support of a learning community that includes shared decision-making, school-based planning and implementation of priorities
- Possess excellent interpersonal communication, problem-solving, mediation, facilitation and technology skills
- Have the ability to make difficult decisions and the courage to do what is best for students

Qualifications:

- Master's degree with preference in Human Resources and/or Education Leadership or equivalent
- Valid Manitoba teacher's certificate (considered an asset)
- Chartered Professional in Human Resources (CPHR) certification (considered an asset)

Start date: July 2, 2019

External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

Submit resumé, including a statement of leadership philosophy and four references, by 4:00 p.m.

Monday, February 25, 2019 to:

Superintendent/CEO
River East Transcona School Division
589 Roch St.
Winnipeg MB R2K 2P7
Email: kbarkman@retsdb.ca

RETSd employment opportunities are advertised on our website at
www.retsdb.ca – Careers.