

Position Description: Executive Director

Page 1

Reports to:	Board of Directors
Direct Reports:	Director, Legislative and Political Affairs Director, Catholic Education Coordinator, Labour Relations Policy Advisor, Finance Coordinator, Communications & Media Relations Office Administrator Assistant to the Executive Director Accountant
Effective Date:	July 31, 2014

POSITION SUMMARY:

This is a full time position with a five (5) year appointment with the potential for renewal.

The Executive Director is the Chief Administrative Officer of the OCSTA. The position is responsible for:

- Developing and implementing the organization's advocacy initiatives on behalf of Catholic Education in Ontario in collaboration with the OCSTA Board of Directors and the Catholic School Boards;
- Ensuring positive and engaging relationships with Ontario's Catholic School Boards in the work of OCSTA;
- Communicating and liaising with aligned organizations and institutions;
- Managing the day-to-day operations and affairs of OCSTA within Board policies and directions.

PRINCIPAL RESPONSIBILITIES:

- Providing leadership for OCSTA, both internally and externally;
- Recommending to the Board of Directors on the employment, evaluation, compensation, termination, suspension and disciplining of subordinate senior OCSTA management staff;
- Within Association guidelines, undertake the employment, compensation, evaluation, termination, suspension and disciplining of all subordinate staff;
- In consultation with the President, the retaining of professional services and advice on behalf of OCSTA;
- The approval of all staff reports to the Board of Directors;

Position Description: Executive Director

Page 2

- Attendance at all meetings of the Board of Directors;
- The direction and monitoring of the activities of OCSTA relative to Government, Education and Public Relations issues;
- The development and enhancement of OCSTA relationships with government ministries and agencies; the English Roman Catholic School Boards; the Assembly of Catholic Bishops of Ontario; the broader Catholic community; the media; other educational systems and aligned associations;
- Representing OCSTA at regional, national and international meetings and conferences within the policies and guidelines of OCSTA;
- The development and distribution of publications by the Association;
- The preparation of press releases, and responding to factual questions raised by the media and others;
- Briefing the President on, and directing policy enquiries from the media to the President and others;
- The development of working relationships and networks in accordance with standards prescribed from time to time by the Board of Directors;
- The performance of other related duties as may reasonably be assigned by the Board of Directors.

Authorities to Act:

This position involves significant operational autonomy and self direction within professional and working relationships built on trust and integrity. The authorities to act are outlined in the Executive Director's position description or as per any directive from the OCSTA Board of Directors; any requirements or duties outlined in relevant federal or provincial laws or regulations; or as per any approved Board policy, plan or action initiative. The Executive Director also has legal signing authority on behalf of OCSTA as per Board policy.

Skills and Attributes Profile

- In-depth appreciation of and commitment to Catholic Education and the Catholic faith;
- Working knowledge of the policies and processes relative to English Catholic School Education in Ontario;
- An understanding of education finance;

Position Description: Executive Director

Page 3

- Evident ability to and understanding of advocacy strategies and approaches, and political processes and engagement.
- A sensitive, collegial style leader, with strong organizational, interpersonal and analytical / research skills, who understands and appreciates the dynamics of a voluntary association.
- Significant communications, public relations, and negotiating skills, including verbal, written, digital and presentation.
- Ability to work with tact and discretion in complex and difficult political environments.

Organizational Profile

- There will be a potential elevation of the labour relations role of OCSTA as the province moves to centralized bargaining.
- Currently involves an annual budget of \$2 million.
- OCSTA represents twenty-nine (29) Catholic School Boards, involving 237 School Board Trustees who represent 550,000 Catholic students and 2.4 million Catholic ratepayers.