

# Superintendent of Planning and Facilities

The Ottawa Catholic School Board is seeking an experienced leader to assume the role of Superintendent of Planning and Facilities.

The Ottawa Catholic School Board is an urban, suburban and rural school board located in Eastern Ontario. With a full-time equivalent teaching and non teaching staff of over 5,000 and an operating budget of \$548,621,000 we operate 83 schools (67 elementary, 1 intermediate, and 15 high schools) as well as one adult high school and four adult education centres. The board is nationally recognized for its commitment to innovation, collaboration, creativity and fiscal responsibility. We provide a distinctive Catholic education with a special emphasis on student success and spiritual growth to 43,300 full time students.

Reporting to the Director of Education as part of the senior management team, the Superintendent of Planning and Facilities is responsible for Demographic Planning (enrolment projections), Capital Planning (short and long term facility requirements) that includes the development of Multi-Year Plans for Education Development Charges, New Schools and Temporary Accommodation, Facility Renewal and Energy Management, as well as for establishing the Location of New schools, School Attendance Areas, supervising the Design and Contract Administration of Capital Projects, related provincial and municipal approvals, the organization and management of Custodial and Security Services and Building Maintenance, Union-Management Relations, Departmental Health and Safety and Training Plans and Career Development for staff as well as the Community Use of Schools.

The ideal candidate will possess, or be eligible to obtain, a Business Supervisory Officer's Certificate (pursuant to Regulation 309 of the Education Act) along with a relevant post-secondary degree. The candidate will bring several years of progressive leadership experience, preferably in the education sector or broader public sector. The ideal candidate will have a strong commitment to educational programs and services that respect and uphold the values of Catholic education in Ottawa and throughout the province of Ontario, along with excellent interpersonal, communication and management skills, and the demonstrated ability to work effectively with trustees, senior staff, the general public, board partners and Ministry of Education officials.

Interested applicants are asked to submit a detailed resume, a cover letter and a list of three references (who will not be contacted without prior consent) to the Director of Education, Denise Andre, at the address noted below or by email to [director@ocsb.ca](mailto:director@ocsb.ca) by May 21, 2019.



**Catholic Education Centre**  
Office of the Director  
570 West Hunt Club Road  
Nepean, ON K2G 3R4

*All applications will be acknowledged by email; however, not all applicants will necessarily be interviewed.*

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if you require accommodation at any time throughout the application process, please contact Stephanie Dunne, Directorate, 613-224-4455 ext. 2272 or via email at [Stephanie.dunne@ocsb.ca](mailto:Stephanie.dunne@ocsb.ca) prior to the posting closing date so that appropriate arrangements can be made.



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