

We Believe in Our Schools ~ We Believe in You



With 50 schools, over 22,000 students and more than 3,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

Superintendent of Human Resources

Based in our Catholic Education Centre headquarters in Barrie, Ontario, this position is responsible for providing Catholic faith-filled leadership in both local and system-wide initiatives. Working as one of the members of the senior leadership team, the successful candidate will assist in setting strategic and operational directions for the Board within a portfolio of responsibilities, including providing ongoing supervision, support and direction to assigned staff, demonstrated commitment, knowledge and skills related to equity, diversity and inclusivity for all.

This position will require the successful candidate to work in a collaborative leadership model with other members of the senior leadership team, to develop and implement on-going Catholic system needs. The successful candidate will work in a constructive and active leadership role as a member of the Board's senior leadership team, managing all aspects of the assigned portfolios and overseeing system budgets, ensuring due diligence and fiscal accountability.

The successful candidate will participate as a member of the leadership team in labour and employee relations matters, such as contract negotiations and Labour-Management Committees and represent the Board with community agencies/partners with full autonomy and responsibility for the role, as well as serving as a resource to appropriate Board committees. The role will proactively and positively respond to and resolve highly sensitive issues on behalf of the Board using constructive conflict resolution skills.

The position has responsibility for the development and implementation of portfolio-specific policies and procedures to ensure continuous improvement of services and efficient program delivery, while managing organizational risk and ensuring compliance with legislative requirements. The role also requires program analysis using effective and efficient research and planning principles and the successful candidate will be responsible for preparing and presenting reports to the Board of Trustees, as required by the Director of Education.

The successful candidate will develop and build the capabilities of central staff by role-modeling effective team behaviours, demonstrating personal excellence and technical competence, while meeting or exceeding commitments to internal/external customers. The successful candidate will champion training plans and career development opportunities for staff, while gaining commitment to the mission, vision and values of the Board by creating an innovative learning environment through coaching, development, motivation and monitoring of employee performance.

Required Skills and Qualifications:

All applicants must possess Ontario Supervisory Officer Qualifications (or be able to provide evidence that they are in the process of completing the SOQP Program or are eligible for the Program).

The ideal candidate will have a minimum of 5 to 7 years of leadership experience in an educational environment, however, senior-level HR experience in other environments may also be considered. Proven experience in dealing constructively with a variety of leadership, supervisory, employee and labour relations matters is required. The successful candidate should have Certified Human Resources Leader (CHRL) or equivalent qualifications or be prepared to complete the certification within a two-year period. In lieu of a Human Resources Professional designation, academic qualifications may be considered as equivalent (i.e. experience as a principal/Academic Supervisory Officer). The role requires expertise in working constructively with government officials and the ability to recommend and co-ordinate system priorities to align with government initiatives and legislative requirements.

Recommended Skills:

The successful candidate is recommended to have:

- ① proven Human Resources experience in leading large teams, providing ongoing supervision and support to staff using participatory and collaborative principles;
- ② a current exemplary pastoral letter of reference;
- ③ superior interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution and issue-based problem-solving techniques;
- ④ proven experience with school staffing;
- ⑤ strong budgetary and financial accountability skills;
- ⑥ excellent communication, presentation and computer skills; and
- ⑦ a valid driver's license, with access to vehicle and the ability to travel across the school district and the province to represent SMCDSB at multiple functions throughout the Ontario Education Sector.

Interested candidates must forward in confidence, a cover letter, resume and supporting documentation to hr@smcdsb.on.ca by Friday, July 22, 2022 at 4:00pm. Please quote job posting number 381/21-22 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at hr@smcdsb.on.ca or (705) 722-3555. Only those candidates selected for an interview will be contacted. As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Frances Bagley
Director of Education & Secretary Treasurer of the Board

Joe Zerdin
Chair, Board of Trustees



Our Mission

Faithfully, inclusively and equitably, we inspire every student to realize their God-given potential.

Our Vision

Our Faith. Our Students. Our Future.

