



*RETSD supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. Indigenous peoples, persons who are differently abled, women, members of the 2SLGBTQ+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment without regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodations to applicants who are disabled and who may experience barriers during the interview and assessment process, upon request.*

## **Assistant Superintendent of Human Resources**

Bulletin No. 25A-002

October 2, 2024

**Administration Offices**

**Full-time, 12 month position**

**Senior Administration Team**

**Effective date: January 2, 2025, or as mutually agreed**

River East Transcona School Division is seeking a strategic and innovative leader for the position of Assistant Superintendent of Human Resources. We are the second-largest school division in Manitoba, with more than 19,000 students and 3,500 staff, across 43 schools and four operational buildings.

### **Job Summary:**

Reporting to the Superintendent & CEO, the role of Assistant Superintendent of Human Resources encompasses key senior leadership and managerial responsibilities related to human resources administration for instructional staff, including employee and labour relations.

### **Duties and Responsibilities:**

- Provide leadership by establishing clear direction and planning processes for human resources, aligning work with divisional priorities, integrating efforts with other portfolios, and supporting a productive and positive work environment.
- Develop and maintain human resource management procedures for instructional staff, ensuring compliance with collective agreement provisions and provincial legislation.
- Foster and maintain a constructive and respectful labour relations environment with all instructional staff, promoting positive working relationships and collaboration.
- Develop and implement proactive strategies to recruit, select, assign, and staff all schools, ensuring alignment with divisional needs and priorities.
- Provide direction on diversity, inclusion, and equity policies and legislative requirements, ensuring these principles are embedded in practices, policies, and the organizational culture.
- Lead, in collaboration with the senior administration team, the new school administrator mentorship and support programs, as well as the Leadership Development Program for prospective new leaders.
- Work with school-based administrators to ensure effective performance appraisal and management processes, supporting professional growth and accountability.
- Facilitate the collection of data on community growth, including annual student enrolment projections, to support strategic planning.
- Build partnerships and represent the school division with various groups, including MEECL, RETTA, MTS, MSBA, and MASS, strengthening external relationships.
- Lead Adult Education and International Education, ensuring effective delivery of programs that meet community and learner needs.
- Work collaboratively with divisional staff to develop and support the strategic and operational priorities of the division, contributing effectively to the work of the senior administration team.
- Provide guidance to seven schools, serving as a contact for support and issues management.
- Perform other duties as may be assigned or requested by the Superintendent, contributing to the overall success of the division.

### **Qualifications, Skills, and Abilities:**

The successful candidate will have an advanced degree in education and a proven ability to create and maintain a positive and supportive work environment through the following key leadership skills, attributes, and dispositions:

- Successful school and system leadership experience, providing a foundation for effective leadership in a complex educational environment
- Knowledge of pertinent provincial collective agreements and employment legislation, ensuring compliance and informed decision-making in human resource matters.
- Strong organizational and time management skills, with the ability to set priorities, identify plans of action, and manage multiple responsibilities effectively.
- Commitment to the development and support of a learning community, fostering shared decision-making and the implementation of divisional priorities.
- Ability to work effectively with Trustees, divisional and school employees, parents, students, corporate and government partners, and community members, facilitating collaboration and relationship-building across diverse stakeholder groups.
- Possess excellent leadership, interpersonal communication, problem-solving, mediation, and facilitation skills, enabling effective conflict resolution and positive team dynamics.
- Experience in conflict resolution and employee relations, with the capacity to mediate complex situations and foster a harmonious work environment.
- Strong analytical and problem-solving skills, applying strategic thinking to address challenges and opportunities within the division.
- Ability to make difficult and courageous decisions in the best interests of students and their learning, ensuring that all decisions align with the core purpose of student success.
- Ability to lead change and people, building capacity for sustained improvement system-wide and fostering a culture of continuous growth and development.
- Knowledge of current trends and developments in K-12 education, particularly in recruitment, retention of instructional staff, school leadership development, and succession planning, ensuring the division remains competitive and forward-thinking.
- Ability to work collaboratively and effectively with the senior administration team, contributing to a cohesive and strategic leadership approach.
- High level of integrity, professionalism, and ethical standards, serving as a role model for the entire division.
- Proficiency with technology, ensuring efficient communication and use of tools that enhance leadership effectiveness.

### **Conditions of Employment**

- Valid teaching certificate from Manitoba, or other Canadian province or territory
- External applicants must supply a Criminal Record Search and a cleared Child Abuse Registry check upon hire.

### **Working Conditions and Physical Demands**

- Work is primarily in an office setting
- May be required to work beyond normal working hours, including weekends and/or evenings

*The above statements reflect the general duties considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all work requirements that may be inherent to the position.*

Deadline for application:

Friday, October 18, 2024 – 4:00 p.m.

**Submit résumé, including a statement of educational philosophy and four references.**

*External candidates must apply online through Job Connect.  
Please visit our website at [www.retsd.mb.ca](http://www.retsd.mb.ca) – Careers.*

*Internal candidates must apply online through Employee Connect > Job Tab.  
Mail or Email applications will not be accepted.*

*Consideration for this position is not necessarily limited to those who apply.  
Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the job posting.*

*We thank all applicants, however only those selected for an interview will be contacted.*