

## DIVISION WORK TO BE DISTRIBUTED TO SCHOOLS?

**Most people are unaware of the responsibilities of the KSD office senior administrative personnel. What follows is a list of their responsibilities that could shift to schools or other regional locations under Bill 64.**

### **Proposed changes from Bill 64 means:**

- Schools could lack access to direct/local support services.
- Schools could face diminished access to specialized personnel.
- Schools could be tasked with greater administrative duties and responsibilities.
- Schools could have less time to dedicate to teaching and learning.
- The community could see job losses.
- Elimination of locally elected School Boards for local Division oversight and lobbying.

### **Overview of Division office staff work that could be distributed to schools:**

Provide leadership, support and monitoring in the incorporation of school level data to school action plans

- Provide leadership to and overall strategic management in the operation of a family of schools within an assigned area within the Division
- Develop, review and implement administrative procedures supporting school staff, School Community Councils and school communities including the delineation and interpretation of guidelines for student progress and placement, school lock downs, bullying, harassment, threat risk assessment and tragic response
- Develop, actualize and articulate the School Division priorities, decisions and procedures
- Oversee and monitor outcomes of the Pre K-12 learning program ensuring all programs, services or courses are congruent with provincial requirements and/or Division priorities
- Working in conjunction with Human Resources, develop and recruit for the appropriate staffing levels across each family of schools that allows for effective and efficient school operations
- At an escalated level, respond to parent and community concerns and/or conflict where the school administrative team has been unable to come to a satisfactory resolution
- Manage and facilitate meetings at various levels (i.e., school, school division, community, provincial)
- Promote positive partnerships with agencies, school community councils, and community groups in pursuit of positive educational outcomes for students
- Arrange in-services sessions for department staff
- Responsible for working with principals in the development of the Professional Growth Plan, and supporting principals in the process
- Collect data on all suspensions from area schools and conduct investigation for any suspension of over three days
- Make provisions for student discipline committee hearings with consultation from school administration for any student suspension of 10 days.
- Preparation of the annual operating and capital budgets for the School Division.
- Preparation of the annual financial statement in accordance with Public Sector Accounting Board (PSAB) and Department of Education requirements.
- Coordination of audit activities.
- Ensure timeliness, accuracy and usefulness of financial and management reporting for Federal Government, Provincial Government, Board of Trustees, School Administration and other managers.
- Manage cash flow and direct all financial, project-based, and departmental accounting.
- Oversee investment, borrowing and asset management activities.
- Review and audit of School Division financial status in relation to budget.
- Advise and development of annual operating and capital budget.
- Coordinate the preparation of the annual Division detailed budget estimates.
- Ensure the implementation and maintenance of effective budgetary control measures for the Division.
- Develop a program for estimating cash requirements and cash flow to ensure that the Division is in a sound cash position at all times.
- Supervise purchasing, accounts payable, payroll and accounting functions.
- Develop and maintain appropriate internal controls, financial procedures and accounting policies that comply with Public Sector Accounting Bodies (PSAB) and Generally

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Accepted Accounting Principles (GAAP). • Prepare month-end, quarterly and year end financial reports as required. • Review all month-end closing activities including general ledger audit and bank reconciliation. • Oversee weekly cash management and accounts payable activities. • Assist the Division's auditors with the preparation of the Division's annual financial audit and ensure that the Division has adequate internal control systems in place. • Monitor expenditures for all schools and departments. • Ensure that all Division operating grants and capital grant claims are properly submitted and payment is received. • Ensure the collection of non-resident fees and other receivables and records are properly maintained. • Oversee the Payroll and Benefits Administrator implementation and maintenance of the financial reporting systems and student information systems including related programs such as transportation and catchment areas, absence reporting and office programs such as word processing, spreadsheet, email, calendaring and report writers. • Handle all banking (deposits/reconciliation), financing of capital projects and cash flow projections for the School Division. • Ensure that all staff salaries and benefits are properly paid on a regular schedule and that accurate payroll records are maintained. • Coordinate and direct Division school maintenance and caretaking activities. • Ensure that established maintenance and caretaking standards are maintained, and that board policies and regulations respecting these are followed. • Supervise and provide general direction to School Division maintenance staff. • Develop and maintain a three- and five-year facilities plan and capital budget. • Manage capital and major renovation projects. • Prepare reports as required by the Board and Department of Education • Maintain the Facilities Asset Management (FAME) software system. • Manage facility lease and rentals. • Coordinate and direct Division student transportation services. • Ensure that transportation services are carried out in line with the requirements of the Board and provincial regulatory bodies and the required standards of safety and operating efficiency are maintained at all times. • Supervise and provide general direction to the Manager of Transportation Services. • Develop and maintain a five-year capital plan to address bus, van and maintenance vehicle replacement and facility requirements. • Ensure that transportation services are provided in accordance with Board Policy and provincial legislation. • Prepare reports as required by the Board and Department of Education. • Act on major requests or complaints respecting transportation services. • Coordinate and direct Division information technology infrastructure functions. • Ensure technical standards are maintained and the needs of curricular, co-curricular, and administration are met. • Working with the Technology Support Analyst and Technology Committee, develop a five-year plan complete with an annual budget to address the replacement of School Division hardware. • Provide oversight of the Technology Support Analyst to ensure that the Division maintains a record of software used in the Division and ensure that all software deployed is properly licensed. • Ensure that the School Division is kept up to date and current. • Ensure that School Division electronic data is secure and properly backed up. • Develop policies and procedures that govern the use of technology and security requirements. • Oversight of all Payroll services. • Employee Benefits management. • Ensures recruiting practices are consistent and streamlined. • Advertising for positions. • Contract negotiations. • Job descriptions and compensation schedules for School Division personnel. • Maintenance of personnel records. • Administer program development and implementation in areas of inventory control of fixed assets and stores, maintenance and repair of facilities, management information systems, school accounting systems and other areas under their direction. • Administer the purchasing of the Division's contracted services, supplies and materials by arranging for tenders and/or quotations as required by the Public Schools Act. • Staff supervision and development general administration, accounting and records, purchasing, budgets, maintenance, caretaking, student transportation, information technology, payroll, Board meetings, attend weekly Board committee meetings, CUPE meetings, Leadership Team meetings, Division Office Senior Leadership Team meetings as required.

## **DIVISION WORK TO BE DISTRIBUTED TO SCHOOLS?**

- Engagement, suspension and/or dismissal of contracted personnel.
- Administration and budget control of the Maintenance and Transportation Department.
- Review operation of the Maintenance and Transportation Department
- Conduct and/or convene professional development in-services for administrative and/or support staff
- Ensure regular implementation of support programs, training and PD for CUPE staff.
- Direct and coordinate the activities of all clerical staff not assigned to school units.
- Conduct regular performance assessments of all personnel
- Review and sign contracts and agreements for construction, collective agreements, shared service agreements, teacher contracts, bylaws and financial agreements, etc.
- Administer and enforce Board policies in all aspects of the business administration services of the Division.
- Interpret and administer the various Collective Agreements and report any problems and/or concerns.
- Provide counsel and assistance to school administrators in the areas of risk management, school fund accounting, school administrative procedures, purchasing, accounting and reporting of information to the Department of Education.
- Provide operating statements on a regular basis in accordance with the Board Policy.
- Prepare reports and proposals for Manitoba Education and other government bodies as required.
- Assist the Board Negotiation Committee by providing information and analysis as well as recording and preparing negotiation materials as required.
- Ensure that the record retention and disaster recovery policies are followed.
- Manage the School Division charities fund.
- Maintain School Division records in accordance with the record retention, disposal and storage schedule.
- Manage the School Division's insurance program. (Insurance, Risk Management and Appraisals).
- Provide for the Division Student Supports services for students.
- Provide consultation and support to the School Division's student services team and to classroom teachers to maximize opportunities for the inclusion of students with exceptional needs within inclusive classroom and school settings.
- Provide consultation and support for student services personnel; resource teachers, guidance counsellors, social workers, speech and language pathologists, and psychologists.
- Provide support to families to facilitate student success.
- Arrange transportation for students with special requirements.
- Provides PD and training for resource teachers and counselors.
- Provides leadership and support to schools during the transition planning processes for students with special educational requirements.
- Coordinate the hearing screening programs across the School Division and support the Manitoba Association of Optometrists to share information.
- Monitor and support the implementation of Student Specific Plans and Individual Educational Plans with school teams.
- Coordinate outsourced clinical and student support contracts (occupational and physio therapy, music and art therapy).
- Collaborate with administration to support appropriate educational programming based on the presenting needs of the students; coordinate, design, and implement special/unique projects.
- Coordinate student internship/practicums for clinical services.
- Provide guidance and interpretations to senior administration and principals regarding collective agreements including, but not limited to, the re-assignment of all staff including transfer, promotions, reduction of hours or workload, layoffs, recalls in accordance with the provisions of the collective agreements, administrative procedures, and labour legislation.
- Responsible for interpreting, implementing, and administering School Division policy and administrative procedures.
- Schedules and completes regular job description reviews.
- Manage and maintain personnel records and files for all employees.
- Administer and prepare employees' requests for leaves, for review and approval by assigned senior supervisor in accordance with the provisions of collective agreements and procedures.
- Provides guidance on the interpretation and application of all legislative acts, codes, and regulations pertaining to employment including, but not limited to, the Employment Standards Code, Labour Relations Act, Public Schools Act, Education Administration Act, Human Rights Legislation, Remembrance Day Act, etc.
- Revise and update professional and support staff performance evaluation documentation.
- Provide principals and supervisors with clarification in the job

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evaluation process and ensures that job evaluation processes and timelines are adhered to. • Prepare all necessary employment related correspondence. • Administers and implements Employee and Trustee Service Recognition program. • Receive and distribute incident and student accident reports to the appropriate senior administrator for follow-up – example, Employee Incident Reports, Student Accident Reports. • Provide interpretation to employees with work related and personnel issues. • Interpretation and application of the provisions of the collective agreements, human resource/personnel policy, administrative procedures, and labour legislation. • Division rep as point of liaison with Teachers and CUPE representatives on issues pertaining to the collective agreement and grievances. • Liaise with the Manitoba School Board Association Labour Relations Consultant on labour relations issues including investigations, grievances, and arbitration matters. • Organize Labour Relations Meetings with CUPE and Teacher Association. • Respond to and facilitate as per collective agreements, the grievance/complaint process by employees or bargaining agents. • Respond to and facilitate as per collective agreements, the grievance/complaint process by employees or bargaining agents. • Attend and provide recommendations for consideration to the Personnel Committee of the Board during collective bargaining negotiations. • Complete, process, and file all negotiated contracts between the Board of Trustees, unions, and the senior management team. • Coordinate and support the recruitment process for senior administrative recruitment • Organize and lead the posting, advertising, and recruitment process. • Supervise and ensure that all administrative procedures and collective agreement provisions are adhered to in the recruitment and selection process. • Coordinate the recruitment and selection process for substitute teachers and educational assistants. • Coordinate and track all transactional documents related to the employment process. • Manage the Division's recruitment files and ensure documents are secure. • Keep abreast of and advise senior administration on all legislation pertaining to the recruitment selection function. • Coordinate and lead appointed investigation team for harassment complaints and/or investigations required by PRSD administrative procedures and/or applicable legislation. • Attend personnel investigation interviews to ensure official "records of discussion" are in place for potential legal and labour related challenges. • Provide assistance to 3<sup>rd</sup> party investigators for complex investigations or mediations as directed. • Handle all employee relations activities including performance and discipline management issues. • Oversee committee operations and ensure they are functioning properly (i.e. safety and health, accident, operations and finance). • Oversee physical security of all buildings and premises. • Keep abreast of changes and developments associated with building and school bus operations. • Organize and supervise health and safety programs including the implementation of Workplace Safety and Health and Workplace Hazardous Materials Information System (WHMIS) programs, Emergency Measures Organization (EMO) procedures. • Attend Division meetings with WS&H, as required. • Complete all monthly and annual reports for Finance, Pupil Transportation Unit, and Manitoba Education, according to established protocols (i.e. 5-year Strategic Plan, Bus Operating Report). • Prepare and monitor tenders for contractor activities using Division-approved protocols and making recommendations for successful tenders. • Manage capital expansion where buildings or expansions are being built or grounds are being developed, working with contractors to ensure projects are completed on time and on budget. • Inspect all facilities and grounds at least annually, for the purpose of preparing recommendations regarding required repairs, safety considerations, preventative maintenance; facility improvements, five-year maintenance plan. • Ensure security needs of all facilities are met and function properly. • Prioritize maintenance and repair of facilities and grounds. • Review cost estimates for renovations and maintenance projects for priorities and projects on basis of cost and budget, working cooperatively and collaboratively with contractors and service providers. • Exercise due diligence in providing analytical and decision-making related to cost saving measures, analyzing and problem solving all aspects of

## **DIVISION WORK TO BE DISTRIBUTED TO SCHOOLS?**

building maintenance to ensure best value for dollars spent. • Monitor priorities and projects related to cleaning and repair and maintenance in all buildings and follow to ensure all work is completed on time and within budget. • Prepare and monitor contracts (fuel tenders, grease and oil, snow clearing). • Review annual bus purchases, let tenders for buses in February, make purchase recommendations, receive delivery of buses in September and move buses around at that time. • Monitor monthly operating reports to ensure expenses meet budget forecasts, advising where discrepancies exist. • Respond to escalated complaints from Bus Drivers, Mechanics and Parents. • Respond to problems and assist with bus routes, scheduling and staffing problems. • Attend accident sites where required and ensure accident reports are completed making decisions about the necessity of calling an Accident Committee meeting in order to finalize resolution of the accident.