

# Position Descriptions Handbook



**Clearview  
Public Schools**

We All Belong – We All Succeed

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## Position Description

The role of the Deputy Superintendent will be reviewed following the hiring of the Assistant Superintendent in the summer of 2025. Any adjustments to responsibilities and reporting structures will be determined as part of this review process.

<b>Position Title:</b>	Deputy Superintendent
<b>Department:</b>	Learning Services
<b>Immediate Supervisor:</b>	Superintendent of Schools
<b>Direct Report(s):</b>	Director of Inclusive Services; Director of Technology Services, Career Engagement Facilitator
<b>Date Prepared/Revised:</b>	February 2024

The Deputy Superintendent assists the Superintendent in fulfilling the general and specific aspects of the position description for the Superintendent as defined in the *Education Act*, Alberta Education Policy and Regulations, Board Policy, and Administrative Procedures. The Deputy Superintendent is a member of the Senior Administrative Leadership Team. The Deputy Superintendent is the first Assistant to the Superintendent and shall assume the functions of the Superintendent in his/her absence.

### General Responsibilities:

#### Human Resources Leadership:

1. Develop leadership capacity within the Division as approved by the Superintendent.
2. Provide for a New Teacher Orientation Program and provide assistance in the development of the school-based orientation processes.
3. Foster high standards of instruction and professional improvement.
4. Supervise, evaluate and coordinate the activities of the Director of Inclusive Services, Director of Technology Services, and Director of Human Services.
5. Assist with Human Resources management as assigned by the Superintendent.
6. Meet regularly with school principals, including having generative dialogues.

#### Educational Leadership:

1. Provide leadership in all matters within his/her areas of responsibility in the Division.
2. Provide leadership in the planning, development, implementation and evaluation of all the policies and procedures established by the Minister and Division administrative procedures in his/her areas of responsibility.
3. Provide for the professional development of staff and administrators required to support programs and services.
4. Annual analysis of student success is conducted as per the provincial accountability pillar and develop appropriate action plans to address areas of need.

5. Division-wide trends and issues relative to student achievement are identified and recommendations for improving measurable student achievement are reported to the Superintendent.
6. Ensure the Division meets the Alberta Education expectations regarding Assurance and AERR format process and content.
7. Prepare the Division academic results that are published.
8. Develop short and long range plans to meet the needs of the Division and provide for continuous improvement.
9. Research and innovate possible new programs, pilot projects and special studies to improve and support student learning.

#### Curriculum Leadership:

1. Ensure the effective implementation of curriculum in the Division.
2. Liaise with Alberta Education to ensure appropriate curriculum development and implementation.
3. Provide support for initiatives to facilitate curricular outcomes.
4. Ensure effective timetabling for curricula delivery.
5. Ensure accountability for program delivery at individual schools.

#### Inclusive Education:

1. Ensure the effective implementation of Inclusive Education programs (as defined by Alberta Education) in the Division.
2. Provide support for initiatives to facilitate inclusive needs services.
3. Ensure accountability for program delivery at individual schools.
4. Ensure inclusive projects are developed and implemented.
5. Develop and maintain positive and effective working relationships with service providers and partners.

#### Technology:

1. Provide leadership on all matters related to Division technology directions.
2. Coordinate the professional development of Division staff relative to the use of technology.
3. Ensure technical support is provided in the Division.
4. Annually oversee the development of the Division Technology plan based on the Learning Technology Policy Framework (2013) and Board and Division directives. Provide regular Technology reports to the Superintendent for presentation to the Board of Trustees.
5. Work collaboratively with the Central Office Leadership team to keep the Division website current and promotes the Division profile.

#### Budget Responsibility

1. Work with the Superintendent and Central Leadership Team to ensure the financial management of the Division is in accordance with the terms and conditions of funding received by Alberta Education or other ministry, or any other applicable legislation or regulation.

2. Ensure the fiscal management of his/her budget allocations is in accordance with the terms and conditions of the approved budget.
3. Operate in a fiscally responsible manner, including adherence to generally accepted accounting procedures.
4. Ensure financial resources required to support programs under his/her budget responsibilities reflect the educational priorities in the Three-Year Education Plan.
5. Investigate grant opportunities and partnerships.

#### Communications and Community Relations:

1. Take appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
2. Work with the Superintendent and Central Leadership Team to ensure that positive and internal communications are developed and maintained.
3. Ensure parents have a high level of satisfaction with services provided and responsiveness of the Division.
4. Participate actively in community affairs in order to enhance and support the Division's mission.
5. Effectively market the Clearview Public School Division to internal and external publics.

#### Board and Superintendent Relations:

1. Establish and maintain positive, professional working relations with the Superintendent.
2. Respects and honors the Superintendent's role and responsibilities, and facilitates the implementation of that role.
3. Provide information which the Superintendent requires to perform his/her role in an exemplary fashion.
4. Establish and maintain positive working relations with the Board through the Superintendent.
5. Attend Board meetings and appropriate Board committee meetings and functions.
6. Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board Policy.

#### Leadership Practices:

1. Practice leadership in a manner that is viewed positively and has the support of those with whom he/she works.
2. Develop and maintain positive and effective relations with provincial and regional government departments and agencies, where appropriate.
3. Exhibit a high level of personal, professional and organizational integrity.
4. Performs other responsibilities as assigned by the Superintendent.

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#### Qualifications:

- Be eligible for, or have a Permanent Alberta Teacher's Certificate.
- Master's Degree in an area related to education.

- Five years of classroom teaching experience.
- Five years of recent school based administration or central services senior administration experience.

General Pay Classification:

- Employment Contract.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Superintendent.

***Disclaimer:*** This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.

## Position Description

<b>Position Title:</b>	Director of Inclusive Services
<b>Department:</b>	Inclusive Services
<b>Immediate Supervisor:</b>	Deputy Superintendent
<b>Direct Report(s):</b>	Mental Health Coordinator, Early Learning Coordinator, Family School Liaison Staff, Mental Health Wellness Coach, Speech Language Pathologist, Occupational Therapist
<b>Date Prepared/Revised:</b>	December 2022

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### General Responsibilities:

The Director of Inclusive Services is a member of the Clearview Management Team responsible for:

1. **Assessments:**  
Teacher consultation, administration of a variety of assessment measures, report writing, conferencing with the parents and teachers, and assisting in the development and supporting the implementation of IPP's as required.
2. **Inclusive Education:**  
Supervising inclusive educational services to ensure alignment with provincial regulations and Division Policies and administrative procedures.
3. **Consultation/Inservice:**  
Ongoing activities related to meeting the needs of teachers, parents, Principals and the Superintendent with respect to students receiving inclusive education services and the integration of special needs students into appropriate classrooms.
4. **Referral Liaison:**  
Referral of students to specialized services from agencies and consultants not available to our schools (ie: Glenrose, Red Deer Hospital), etc., and follow through on the recommendations made. As required, the Director will designate, assign, and/or contact the services of agencies or individual consultants.
5. **Program Unit Funding:**  
Oversee the Early Learning Coordinator, who will liaise with referral agencies, assess needs, consult with parents, establish budgets, make grant application, develop, monitor and evaluate Individual Program Plans, hire staff.

The Director of Inclusive Services will:

1. Assist the Principals of the schools of the Region to fulfill their obligations under the Education Act, Board Policy, and Administrative Procedures to their students with special needs.
2. In consultation with the Principals, assist in the employment of Education Assistants for the schools.
3. Develop and administer the Inclusive Services budget for the Division.

4. Field parental contacts that have come directly to Central Services providing counselling in divisional protocols regarding dispute settlement.
5. In consultation with the Principals, complete the necessary applications for grants for students with unique needs.
6. Arrange in-service sessions for Inclusive Education as required.
7. Act as the liaison contact between Alberta Education Special Education Branch and the jurisdiction.
8. Attend meetings with local and provincial agencies as the representative of the Division for Inclusive Education. This includes all meetings of Alberta Education and other agencies as approved by the Superintendent.
9. Upon request, report to the Superintendent on matters related to Inclusive Education.
10. Provide an annual and periodic report to the Superintendent regarding the operation of Inclusive Services in the Division.
11. Oversee the Early Learning Coordinator, Mental Health Coordinator, and Family School Liaison Staff, Speech Language Pathologist and Occupational Therapist.
12. Coordinate all psychological testing for all students.
13. Oversee accommodations/exemptions for Grade 3, 6, 9 & 12 PATS and Diploma Exams.
14. Support schools with Success in Schools plans.
15. Provide professional learning opportunities for Learning Assistants.
16. Facilitate RTI (Response to Intervention).
17. Carry out the duties of Attendance Officer.
18. FNMI Coordinator.
19. Oversee Nutrition Program
20. Clearview Response Support Team Coordinator.
21. To perform other duties consistent with the position as may be required from time to time, except those related to teaching or school administration.

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Qualifications:

- Bachelor of Education Degree.
- 5 years teaching experience.
- Preference will be given to candidates with a Master's Degree in special education or counselling.

General Pay Classification:

- Employment Contract.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Deputy Superintendent.

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## Position Description

**Position Title:** Family School Liaison (FSL)  
**Department:** Inclusive Services  
**Immediate Supervisor:** Director of Inclusive Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The role of the Family School Liaison staff is to assist students and their families with a wide range of emotional/behavioral challenges. As a member of school-based health service teams, the FSL staff member facilitates referrals and coordinates access to services that allow students to participate fully in education programs, attain their potential and be successful with learning.

### General Responsibilities:

1. Conducts individual and group interventions, and also provides universal prevention programming within the school and community settings.
2. Participates and supports students, family and staff in times of crisis.
3. Participates in educational training and upgrading opportunities through workshops, conferences, etc., and/or webinars.
4. Receives and screens referrals to identify student needs.
5. Facilitates and coordinates referrals to the most appropriate service to address needs.
6. Provides immediate short-term response of a non-therapeutic nature, including problem-solving, coping skills and crisis management skills.
7. Participates as a member of student-centered teams to ensure communication, liaison and continuity of services to students and their families.
8. Coordinates the development of student service plans or provides input to student's IPP.
9. Collaborates with community agencies, and groups to identify and address gaps in service.
10. Advocates on behalf of the student and/or family, to obtain services needed.
11. Provides educational opportunities and resources for schools and communities.
12. To perform other duties consistent with the position as may be required from time to time.

#### Administrative Responsibilities:

1. Documents and maintains records of assessments, case notes, interviews, contacts notes, referrals, and other events or actions pertinent to each case, and maintains statistical data of clients served and interventions, as per requirements.
2. Actively participates in team meetings and ongoing supervision.
3. Assists in the development and evaluation of local processes for screening and intakes/assessments and referrals to other agencies.
4. Follows-up on services provided to ensure outcomes are satisfactory.
5. Advises the Principal of referrals and interventions undertaken with students in each school.
6. Obtains parental consent for ongoing involvement with students.
7. Immediately notifies the Director of Inclusive Services of any referrals made to outside agencies, and/or about students self-injury and suicidal threats.

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#### Qualifications:

- A degree in Human Services is preferred.
- Active registration with appropriate professional association.
- Valid Alberta Driver's license and vehicle for travel.
- A combination of training and experience is considered.
- Previous facilitation and leadership experience is desired.
- Ability to work collaboratively with students, parents, school, and community agency staff.

#### General Pay Classification:

- Family School Liaison.

#### Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Inclusive Services.

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**Position Title:** Speech Language Pathologist (SLP)  
**Department:** Inclusive Services Learning  
**Immediate Supervisor:** Director of Inclusive Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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### **Position Overview**

The Speech Language Pathologist (SLP) provides effective Speech Language Therapy services to students in our schools by working collaboratively with Clearview Public Schools' students, families, administration, educational staff, and external agencies.

### **General Responsibilities:**

As an integral member of our Clearview Public Schools' Student Services team, the Speech Language Pathologist:

1. Assists school teams to develop strategies and inclusive practices to meet diverse learning needs of students;
2. Evaluate and diagnose speech, language, communication, and assess, diagnose, rehabilitate, and prevent communication, oral-motor, and pharyngeal dysfunctions and disorders;
3. Meets the student's goals and needs and provides quality care by assessing and interpreting evaluations and test results;
4. Develop and implement effective treatment programs;
5. Evaluate results of ongoing treatment by observing, noting, and evaluating student's progress and recommending and implementing adjustments and modifications;
6. Consult with students and their families regarding the results of testing and recommended treatment options;
7. Establish student understanding, expectations, and goals for treatment;
8. Create accurate documentation and reporting for students visits, as required;
9. Maintains patient confidentiality;
10. Delegate duties to support personnel and provides effective supervision, as required;
11. Maintain communication with staff and outside agencies as required;
12. Refer students to medical specialists, where required;
13. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks, and participating in professional societies;
14. Provides universal, targeted, and specialized intervention strategies and program development;
15. Facilitates professional development for parents, teachers, and educational staff, as required;
16. Completes assessments to determine eligibility, and supplement documentation required for Early Childhood Services (For example, to support Program Unit Funding); and
17. To perform other duties consistent with the position as may be required from time to time.

### **Administrative Responsibilities:**

1. Administer all documentation related to job operations, including but not limited to: file notes, school visit notes, assessment reports, treatment plans, treatment updates, correspondence.

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### Qualifications and Requirements

- Master's degree in Speech Language Pathology or equivalent;
- Registration with the Alberta College of Speech Language Pathologists and Audiologists (ACSLPA);
- Experience working with pre-school and school-aged population;
- Knowledge of speech and language milestones for children;
- A combination of training and experience is considered;
- Previous facilitation and leadership experience is desired;
- Ability to work effectively as a member of an interdisciplinary team;
- Ability to establish high levels of trust and rapport with families, administration, Clearview Public Schools staff, and other agencies;
- Advanced communication, collaboration, problem solving, assessment and analytical skills; and
- Valid driver's license, reliable vehicle, and willingness to travel to different schools in Clearview Public Schools.

### General Pay Classification:

- Speech Language Pathologist

### Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Inclusive Services

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**Position Title:** Occupational Therapist (OT)  
**Department:** Inclusive Services Learning  
**Immediate Supervisor:** Director of Inclusive Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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### **Position Overview**

The Occupational Therapist (OT) provides effective occupational therapy services to students in our schools by working collaboratively with Clearview Public Schools' students, families, administration, educational staff, and external agencies.

### **General Responsibilities:**

As an integral member of our Clearview Public Schools Student Services team, the Occupational Therapist:

1. Assists school teams to develop strategies and inclusive practices to meet diverse learning needs of students;
2. Provides assessment of student's ability to function in the educational environment. This may include assessment of skills and issues related to hand function, oral motor function, visual motor and perceptual skills, seating and positioning, organizational skills, sensory awareness and processing, self-care and prevocational/vocational skills;
3. Collaboratively plans with classroom teachers, educational assistants, and parents;
4. Works with classroom teachers to adapt the classroom environment and/or learning materials to facilitate successful participation;
5. Provides recommendations for assistive technology and equipment;
6. Provides demonstrations and training for teachers, educational assistants and parents to implement recommendations;
7. Facilitates development and rehabilitation of students with mental, emotional, and physical disabilities by planning and administering prescribed occupational therapy.
8. Meets the student's goals and needs and provides quality care by assessing and interpreting evaluations and test results and determining occupational therapy treatment plans in consultation with physicians or by prescription.
9. Helps students develop or regain physical functioning, optimize mental functioning or adjust to disabilities.
10. Promotes maximum independence and participation by selecting and constructing therapies and recommending environmental changes according to an individual's physical capacity, intelligence level, and interest.
11. Evaluates results of occupational therapy by observing, noting, and evaluating student's progress and recommending and implementing adjustments and modifications.
12. Completes discharge planning by consulting with appropriate personnel.
13. Assures continuation of therapeutic plan following discharge by designing and instructing students, families, and caregivers in home exercise programs; recommending and/or providing assistive equipment and recommending outpatient or home health follow-up programs.
14. Delegate duties to support personnel as appropriate.

15. Documents patient care services.
16. Maintains patient confidentiality.
17. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks, and participating in professional societies.
18. Builds capacity with staff by providing information and developing and conducting in-service training programs.
19. Completes assessments to determine eligibility, and supplement documentation required for Early Childhood Services (for example, to support Program Unit Funding); and
20. To perform other duties consistent with the position as may be required from time to time.

**Administrative Responsibilities:**

1. All documentation related to job operations, including but not limited to: file notes, school visit notes, assessment reports, treatment plans, treatment updates, correspondence.

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**Qualifications and Requirements:**

- Master's degree in Occupational Therapy or Bachelor's degree and at least five years' related experience is preferred;
- Registration with the Alberta College of Occupational Therapists (ACOT);
- Clinical experience working with pre-school and school-aged population;
- Knowledge of health issues caused by cognitive, behavioural, and developmental concerns for children;
- Experience working with early learning and school age population;
- Ability to work collaboratively and establish high levels of trust with students, parents, school, and community agency staff;
- Advanced communication and collaboration, collaboration, problem solving, assessment and analytical skills;
- Valid driver's license, reliable vehicle, and willingness to travel to different schools in Clearview Public Schools;
- A combination of training and experience is considered;
- Previous facilitation and leadership experience is desired.

**General Pay Classification:**

- Occupational Therapist

**Growth Objectives and Evaluation:**

- Performance of this position will be evaluated by the Director of Inclusive Services

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## Position Description

<b>Position Title:</b>	Mental Health Capacity Building Coordinator
<b>Department:</b>	Inclusive Services
<b>Immediate Supervisor:</b>	Director of Inclusive Services
<b>Direct Report(s):</b>	Mental Health Wellness Coach
<b>Date Prepared/Revised:</b>	January 2022

The role of the Mental Health Capacity Building Coordinator is to provide leadership, direction and structure to support the overall vision, mission and objectives of the Mental Health Capacity Building (MHCB) Initiative.

### General Responsibilities:

1. Develop and implement a service plan that aligns with MHCB Initiative objectives.
2. Ensure timely submission of statistical and narrative reports as required by Alberta Health Services (AHS).
3. Work in collaboration with the Director of Inclusive Services, and Secretary-Treasurer regarding financial submission, allocation of funds, etc.
4. Oversee the dissemination and completion of evaluation surveys as required by (AHS).
5. Liaise with school administration, community partners and other stakeholders.
6. Oversee and ensure overall quality and consistency of services.
7. Leadership, coordination and supervision of Wellness Coaches.
8. Provide a high level of fiscal control and accountability for the budget.
9. Develop and deliver developmentally appropriate, evidence based programming that meets the objectives of the MHCB initiative.
10. Ensure programming meets provincial standards; maintaining records in accordance with Health Information Act (HIA) and Freedom of Information and Protection of Privacy (FOIPP); and ensures compliance with all relevant Alberta Health Services (AHS) policies, contracts, and special agreements.
11. Ability to collaborate with community partners while managing service needs and priorities.
12. Understanding of health promotion and prevention philosophy, strategies and principles is essential.

### Competencies:

1. Demonstrated skills in problem-solving, coping skills, and crisis intervention.
2. Knowledge of community resources, agency mandates and specific referral processes.
3. Commitment to empower students, families and staff to work toward resolving their own challenges by enhancing skills and knowledge.
4. Willingness and ability to participate in case conferences and team meetings with a variety of community agencies.
5. Ability to work with minimal supervision within defined responsibilities.
6. Ability to plan collaboratively with others to meet the needs of students, families, community members, and staff.

7. Knowledge of mental health and wellness, childhood development -- with a focus upon mental health promotion and prevention.
8. Effective verbal and written skills including the ability to listen to others and communicate clearly.
9. Experience with delivering universal programming and being comfortable with public speaking.
10. Involvement in community committees and strong facilitation skills.
11. Ability to engage others and develop working relationships with community partners.
12. Resource management skills.
13. Skill and knowledge in program development, facilitation and implementation, as well as change management.
14. Solid comprehension and practice of personal and professional boundaries.
15. Commitment to personal development.
16. Ability to maintain healthy work-life balance.
17. An awareness of the community's economic, cultural and political environment.
18. Participates in professional development meetings with the family school liaison team.
19. To perform other duties consistent with the position as may be required from time to time.

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**Qualifications:**

- Post secondary Degree in the health or social sciences field (such as health promotion & prevention, social work, nursing, psychology, public health).
- At least 3 years of experience working in addiction and mental health with mental health promotion and prevention work as an asset.
- Proficient in Microsoft Office programs and the Google platform.
- Knowledge of social media tools is an asset.
- All employees must provide a criminal record check.
- All professions must provide proof of licensure or registration with the approved Alberta regulatory college, prior to commencing duties where applicable.
- Regulated health professions under the Alberta Health Professions Act and Health Disciplines Act will be required to show an original copy of a valid practice permit before commencing their duties.
- Other professions governed by government acts, college or regulatory body requirements may be required to provide additional documentation.

**Pay Classification:**

- Employment Contract.

**Growth Objectives and Evaluation:**

- Performance of this position will be evaluated by the Director of Inclusive Services.

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## Position Description

**Position Title:** Mental Health Wellness Coach  
**Department:** Inclusive Services  
**Immediate Supervisor:** Director of Inclusive Services, Mental Health Capacity Building Coordinator  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

The role of the Mental Health Capacity Wellness Coach is to provide addiction and mental health promotion and prevention to children, youth and families.

### General Responsibilities:

1. Develop and deliver developmentally appropriate, evidence based programming that meets the objectives of the Mental Health Capacity Building (MHCB) Initiative.
2. Deliver programming involving large and small group work in schools and community settings, and focusing on increasing knowledge, building skills and fostering abilities that enable others to better their own mental health and wellness.
3. Works with school staff, parents and community members (who work closely with children and youth) to increase their knowledge, skills and competence related to mental health and mental illness.
4. Work as part of a team to recognize, understand and adapt to the changing needs of their community related to mental health and wellness.
5. Build and maintain strong relationships with children, youth and families, and act as “go to” mental health subject matter experts for students, staff, parents and community partners.
6. Assist with evaluation activities and survey data collection as required by Alberta Health Services (AHS).
7. Helps to identify and facilitate access for individuals who need referral to specialized addiction and mental health services.
8. Responsible for ensuring all relevant documentation is in compliance with Health Information Act (HIA) and Freedom of Information and Protection of Privacy (FOIPP) and ensures compliance with all relevant AHS policies.
9. Familiar with the developmental, educational, emotional, social and recreational needs of children, youth and families.
10. Experience with delivering programming and comfortable with public speaking.
11. Strong relationship building skills.
12. Effective time management skills.
13. Takes initiative and is able to work independently as well as in teams.
14. Skill and knowledge of facilitation, positive communication and creative thinking.
15. Solid comprehension and practice of personal and professional boundaries.
16. Ability to develop supportive relationships with young people.

17. Able to advocate for others.
18. Creative problem-solving and decision-making skills.
19. Comfortable liaising with community members, school staff, community agencies and health care providers.
20. Has an understanding of the community's economic, cultural and political environment.
21. Knowledge of the local community and resources available.
22. Capable of maintaining program statistics for purposes of evaluation and assisting in evaluating the effectiveness of programs.
23. A commitment to personal development.
24. Participates in professional development meetings with the family school liaison team.
25. To perform other duties consistent with the position as may be required from time to time.

#### Competencies:

1. Demonstrated skills in problem-solving, coping skills, and crisis intervention.
2. Knowledge of community resources, agency mandates and specific referral processes.
3. Commitment to empower students and families to work toward resolving their own challenges by enhancing skills and knowledge.
4. Willingness and ability to participate in case conferences, team meetings with a variety of community agencies.
5. Ability to work in a home environment to address a variety of concerns.
6. Ability to work with minimal supervision within defined responsibilities.
7. Ability to plan collaboratively with others to meet the needs of individual students and families.

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#### Qualifications:

- Post secondary degree in Social Work, Psychology and/or equivalent.
- At least 2 years knowledge and working experience in addiction and mental health.
- Proficient in Microsoft Office programs and the Google platform.
- Working knowledge of social media.
- All employees must provide a criminal record check.
- All professions must provide proof of licensure or registration with the approved Alberta regulatory college, prior to commencing duties where applicable.
- Regulated health professions under the Alberta Health Professions Act (HIA) and Health Disciplines Act will be required to show an original copy of a valid practice permit before commencing their duties.
- Other professions governed by government acts, college or regulatory body requirements may be required to provide additional documentation.

#### Pay Classification:

- Family School Liaison Worker.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Mental Health Capacity Building Coordinator.

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## Position Description

<b>Position Title:</b>	Director of Technology Services
<b>Department:</b>	Technology Services
<b>Immediate Supervisor:</b>	Deputy Superintendent
<b>Direct Report(s):</b>	Technology Systems Technicians
<b>Date Prepared/Revised:</b>	February 2024

The Director of Technology Services, reporting to the Deputy Superintendent of Schools, is a member of the Learning Leadership Team.

### General Responsibilities:

1. Assisting administrators, central office staff, trustees, school leaders and teachers in using technology effectively in their area of responsibility.
2. Ensure that new developments in technology are introduced through sound financial and educational decisions so as to get the best value for the educational dollar through appropriate purchasing patterns.
3. Working with the LLT group and CLT group, facilitate the smooth and pedagogically sound use of hardware and software by in-servicing, as requested and required, professional and support staff. Keeping staff abreast and support the use of new technology developments.
4. The Director of Technology Services will oversee and directly manage the Division IT Department as they work in various specific areas of technology.

### Specific Areas for Consideration:

1. The Director of Technology Services will be directly involved with the Superintendent, Deputy Superintendent, the Management Team and the IT Department in these areas.
2. Development and updating of the Divisional Technology Plan.
3. Maintain and improve the Division's Supernet, ISP network including researching, designing and ordering changes, as needed.
4. Maintain and improve the Division WAN (Wide Area Network) and School LAN (local Area Network) including all servers, services, switches, routers, devices and wireless radios needed for this function.
5. Provide face to face in-service and using services or software for remote in-service as required for Divisional staff.
6. Provide technology support to staff either direct face to face or remote access as required.
7. Advise schools, on matters pertaining to all technology acquisitions, all technology installations and the operations of all technology systems.
8. Establish life cycle funding requirements for division and school technology systems.

9. Ensure that all hardware and software purchases conform to the school and the Divisional plan and purchasing agreements.
  10. In the most cost effective and efficient manner possible, ensure that all computer, server and network systems are operating effectively and coordinate Operating Systems updates, software updates, device cleaning, preventative maintenance, and repair of technology equipment in order to ensure a minimum of down time.
  11. Ensure that systems and services are fault tolerant or redundant where possible.
  12. Identify, research and assess internal or external security and safety threats. Actively work on student, staff and network safety. Actively work on identity theft, data breaches, firewall penetration attempts and other such threats.
  13. Develop and maintain business continuity and disaster recovery plans, procedures, and services.
  14. To assist or advise on Board policies and administrative procedures relating to technology, or as needed.
  15. To perform other duties consistent with the position as may be required from time to time.
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#### Qualifications:

The Director of Technology Services should be familiar with:

- Window, Apple, Chrome, Google Suite Operating systems.
- Chromebooks, iPads, Tablets, iPhones, printers, Smartboard, projectors and other peripheral technologies.
- Service terms and technology.
- WAN networks, LAN networks, Firewalls, Wireless, cabled networks and their applications.
- Demonstrate strong communication skills and the ability to work with a variety of stakeholder groups.
- Formal post secondary education in computer networks, computer engineering or related fields.

#### General Pay Classification:

- Employment Contract.

#### Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Deputy Superintendent.

**Disclaimer:** *This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.*

## Position Description

**Position Title:** Technology Systems Technician  
**Department:** Technology Services  
**Immediate Supervisor:** Director of Technology Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Systems Technician reports to the Director of Technology Services.

### General Responsibilities:

- Staying current with changes to technologies implemented in schools.
  - Responsible for all Division servers and services as they are implemented.
  - Maintain and repair computer and network equipment, with a primary emphasis on network and related network hardware.
  - Maintain and install network infrastructure. (switches, wireless)
  - Maintain and support for division standard business software, including student records and accounting systems, used in the Central Services Office and School offices.
  - Provide computer support to Central Services Office.
  - Provide support to Division schools for technologies implemented in them.
  - Assist with the management and maintenance of google and cloud services.
  - Maintain a software archive of all division standard software.
  - Installation of software applications approved by Division.
  - Monitor network utilization and performance.
  - Keep updated on changes in technology that relate to the division.
  - Obtain and/or maintain industry certification for software and hardware as required.
  - Purchasing, Help Desk, inventory and paperwork.
  - Installation of Division approved equipment (Smartboard, printers, projectors, security cameras).
  - To perform other duties consistent with the position as may be required from time to time.
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### Qualifications:

- Knowledge of networks (WAN, LAN, wireless and cabled).
- Knowledge of computers (PC and Mac).
- Basic knowledge of various system software required to manage support and maintain - (Servers, computer and network infrastructure).
- Knowledge of chromebooks, iPads, tablets, cell phones and other peripheral technologies.
- Basic Knowledge of technologies used in schools. (printers, Smartboards, projectors).

- Microsoft Windows - all versions including server OS.

General Pay Classification:

- Employment Contract.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Technology Services.

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## Position Description

**Position Title:** Career Engagement Facilitator  
**Department:** Learning Services  
**Immediate Supervisor:** Deputy Superintendent  
**Direct Report(s):**  
**Date Prepared/Revised:** February 2024

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The Career Engagement Facilitator reports to the Deputy Superintendent.

### General Responsibilities:

- Coordinate and or support Career Education opportunities such as Dual Credit programming, Work Experience, Registered Apprentice Program (RAP), Green Certificate programs, Work Readiness programs, and other career related off or on campus career education related programs for Gus Wetter School, Coronation School and William E. Hay Stettler Secondary Campus.
- Promote and facilitate Career Education opportunities for Clearview students in our schools and communities.
- Build awareness and readiness for Career Education opportunities through presentation and education activities in all Clearview schools.
- Support high school students one on one in career and post secondary planning.
- Maintain regular in person contact with key stakeholders in our schools and communities.
- Liaise and collaborate with key school staff involved in supporting or managing Career Education opportunities for students in all our high schools.
- Provide regular updates to the Deputy Superintendent.
- Fulfill expectations and deliverables for CAREERS: Next Generation (CNG) as outlined in the Clearview - CNG Agreement.
- Maintain databases as needed to support students in accessing and successfully participating in Career Education opportunities.

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### Qualifications:

- High school diploma is required
- A combination of training and experience is considered
- Valid Alberta Driver's license and vehicle for travel
- Previous facilitation and leadership experience is desired
- Ability to work collaboratively with students, parents, school, and local business and municipal leaders
- Strong communication, presentation, technological and organizational skills

### General Pay Classification:

- Educational Assistants & Learning Commons

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Deputy Superintendent
- Specific deliverables as outlined in Schedule A of the Clearview School Division and CAREERS: Next Generation Secondment Agreement will be considered

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## Position Description

**Position Title:** Assistant Superintendent of Human Services  
**Department:** Central Services  
**Immediate Supervisor:** Superintendent  
**Direct Report(s):**  
**Date Prepared/Revised:** September 2023

The Deputy Superintendent of Human Services is responsible for managing, planning, organizing and administering the Human Resources, Staff Relations, Staff Wellness, Training and Development in Human Resources, and Safety functions of Clearview ensuring that compliance with applicable statutes, regulations, policies and contractual obligations are being met within the parameters set by the Superintendent of Schools.

Reporting to the Superintendent, this position is responsible for leading strategic efforts to manage matters related to employee/labour relations, attendance management, health recovery, benefits and ongoing staff training and development.

### General Responsibilities

#### Staff relations:

- o Directs and oversees the overall responsibilities of human resources for staff in the school division.
- o Supports the Superintendent with the development of senior management and employee contracts.
- o Acts as first point of contact for performance management and employee relations issues.
- o Supervises the overall staff health and wellness program.
- o Provide direction to all levels of employees for HR related issues.
- o In coordination with the Secretary-Treasurer and/or Grievance Committee, participates in employee appeals and grievances in general for all staff, and in accordance with collective agreements, Board policies, and administrative procedures.
- o In coordination with the Deputy Superintendent, investigates concerns on employee conduct for staff.
- o Oversee and monitor Performance Evaluations
- o Advise and interpret Teachers Collective Agreement, CUPE Collective Agreement and Support Staff Terms of Employment and related labour/employee relations matters.
- o Provide counsel to managers in the interpretation of Teachers Collective Agreement, CUPE Collective Agreement and Support Staff Terms of Employment employment standards and Human Rights.
- o Participates in the process for all bargaining and conversations with staffing groups regarding compensation and working conditions.
- o Management of attendance support, short and long term leaves, disability and WCB policies and procedures.
- o Benefits, salary and leave administration
- o Establish and maintain effective working relationships with all stakeholders
- o Oversee the collection of HR data/analytics and other related metrics to support business reporting and planning
- o Provide strategic advice to senior administration

**Training and Development:**

- o Plan and develop HR strategies and programs to ensure division goals are met.
- o Plan and develop New Teacher Orientation program.
- o Provide coaching and leadership to reinforce goals, to manage matters related to employee productivity, performance or behavioral issues based on established policies/practice.
- o Perform needs analysis and review organizational resources to ensure learning needs of the organization are met.
- o Design services for the purpose of implementing professional development program activities that address the needs of the district.
- o Ensure employees are meeting mandatory educational and training requirements.
- o Track employee training and staff development for division.

**Safety:**

- Coordinates as needed with the Secretary-Treasurer on shared responsibilities for safety and incident planning.
- Initiates, coordinates and manages all the safety related tasks within the organization.
- Investigates root causes for accidents or potential accidents, ensuring the causes for the incident(s) have been rectified.
- Maintains adherence to the Occupational Health & Safety Act (OHSA) and Regulations, and makes recommendations for their implementation.
- Performs job site safety compliance inspections including hazard analysis, safe work procedures, written reports and recommendations.
- Provides advice and counsel to management and other employee groups on a broad range of occupational safety issues and decisions.
- Directs and reviews the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs.
- Research occupational safety information to assure the best available methods and equipment are adopted to minimize the hazards in the workplace.
- Advises on improvements in tracking and reporting procedures.
- Ensures Clearview compliance with safety procedures and protocols, including PublicSchoolWorks and Hour Zero.

**Human Resources:**

- Oversees the overall responsibilities of human resources for non-teaching staff in the school division with recognition of the primary responsibilities of the Assistant Superintendent of Human Services.
- Supports the Superintendent with the development of senior management and employee contracts.
- Leads the process for all bargaining and conversations with staffing groups regarding compensation and working conditions.
- Participates in employee appeals and grievances in general for all staff, and in accordance with collective agreements, Board policies, and administrative procedures.
- Oversees the investigation concerns on employee conduct for non-teaching staff.

**Required Skills and Qualifications**

- o Grade 12 education
- o Experience in Human Resources or related Field.
- o 5 years human resources experience and/or 5 years at a management level.

- o Extensive related experience in labour relations which includes significant direct experience negotiating and administering collective agreements.
- o A comprehensive knowledge of all facets of employee and labour relations.
- o Excellent communication, planning and analytical skills.
- o Professional, adaptive and engaging communication skills in all mediums (interpersonal, meetings, over the phone, E-mail, written).
- o Evidenced ability to work with management to align learning/leadership development with succession plan initiatives.

**Preferred Additional Skills and Qualifications**

- o A teaching certificate with minimum 5 years school principal experience.
- o Bachelor required in Human Resources or related Field. Master's degree in a related field is an asset.
- o Certified Human Resources Professional designation
- o 10 years HR experience and/or 10 years at a management level
- o Extensive related experience in labour relations which includes significant direct experience negotiating and administering collective agreements
- o Experience in coaching and training for employees and managers is desirable.
- o Freedom of Information and Protection of Privacy (FOIP) Legislation training.

**Memberships:**

- o Membership in Certified Human Resources Professional, College of Alberta School Superintendent, Association of School Business Officials of Alberta, and/or Human Resources Institute of Alberta. Individual cannot be a member in the Alberta Teachers' Association or the Canadian Union of Public Employees.

**Growth Objectives:**

- Objectives, as necessary, will be developed on an annual basis by the Superintendent.

**Pay Classification:**

- Employment Contract.

**Growth Objectives and Evaluation:**

- Performance of this job will be evaluated by the Superintendent.

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## Position Description

**Position Title:** Division Principal  
**Department:** Central Services  
**Immediate Supervisor:** Superintendent of Schools  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2024

The Division Principal is one of the educational leaders of Clearview. The Division Principal is responsible to the Superintendent of Schools for the implementation and support for schools towards Clearview initiatives, for fostering conditions which will maximize learning, for the efficient use of physical and financial resources, and for the effective performance of personnel.

The Division Principal may build on the strengths of schools' communities, and seek constantly to improve its educational climate. Whenever possible, decisions affecting the school should be made collaboratively in consultation with appropriate staff and the school principals, and a consensus reached.

It is expected that where a decision needs to be taken, the Division Principal will demonstrate appropriate leadership.

### General Responsibilities:

The Division Principal is a member of the Educational Leadership Team responsible for:

1. Supporting the Superintendent, Deputy Superintendent and school principals in Clearview as per the Education Plan.
2. Supporting the Superintendent in the development and guidance of principals. Includes developing and implementing procedures for mentoring principals.

### The Division Principal will:

1. Assist Clearview Principals to fulfill their obligations under the Education Act, Board Policy, and Administrative Procedures.
2. Assist the Superintendent and Deputy Superintendent in the development, planning and implementation of programming related to the goals and strategies within Clearview's Annual Education Plan. Working with teachers to develop and refine instructional materials, providing professional development opportunities to teachers, and ensuring that instructional practices align with the needs of the students.
3. Assist the Deputy Superintendent in overseeing/developing Literacy Professional Development and Literacy Testing within the division. This involves tracking and ordering testing materials for all Division schools. Other areas of responsibility within Literacy will depend on the goals and strategies outlined within Clearview's Annual Education Plan.

4. Assist the Superintendent and Deputy Superintendent in monitoring Literacy testing results and having generative dialogue with Principals on potential needed changes to literacy instruction based on these results.
5. Mentor beginning principals in their role as per the Clearview Positions Description Handbook.
6. Provide reports on the progress Clearview has made in schools on key areas of focus.
7. Oversee the expenditure of the Division Principal budget in accordance with Divisional policies and procedures, goals, and priorities.
8. Other duties as assigned by the Superintendent.

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Qualifications:

- Alberta Teacher's Certificate
- Bachelor of Education Degree.
- 5 years of teaching experience.
- 3 years school administration experience
- Preference will be given to candidates with a Master's Degree.

General Pay Classification:

- Employment Contract (part of Alberta Teacher's Association Local 33)
- Based on September 30 of each year, the allowance for Division Principal will be an average of all other school-based principals (excluding vice-principals.) (pro-rated by FTE)
- The successful candidate, if their unadjusted school-based allowance was higher than the average, will be "red circled" during their term as Division Principal.

Growth Objectives and Evaluation:

- The performance of this position will be evaluated by the Superintendent.

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## Position Description

**Position Title:** Communications Coordinator  
**Department:** Central Services  
**Immediate Supervisor:** Superintendent of Schools  
**Direct Report(s):**  
**Date Prepared/Revised:** November 2022

The Communications Coordinator is responsible for developing, implementing and evaluating an effective communications program that will increase awareness, understanding, trust and support of public education.

The Communications Coordinator is primarily responsible for creating and disseminating internal and external communications, directly for Clearview communications and in being a strong supportive team member with our school principals. The Communications Coordinator will develop a communications plan and oversee the daily administration of the plan. This position will also draft, edit, and submit proposals, and will oversee the development, management, and maintenance of all online communication vehicles for Clearview Public Schools, including but not limited to Clearview Public Schools's website, public communications, and social media accounts.

Facilitating positive communications internally and externally. This role focuses on:

- profiling the good news about public education in our Division as a first-choice for students;
- informing external publics about Clearview's advantages over other choices;
- fostering and facilitating a sense of community;
- assisting Trustees, senior administrators, principals, etc. in fulfilling their community relations objectives; and
- establishing networks with the media to profile the 'good news' of the division

### Core Competencies

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Time Management
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Planning and Organizing
- Problem Solving
- Result Focus
- Accountability and Dependability

- Ethics and Integrity
- Mediating and Negotiating
- Providing Consultation
- Leadership
- Coaching and Mentoring
- Staff Management
- Enforcing Laws, Rules and Regulations
- Mathematical Reasoning
- Development and Continual Learning
- Politically and culturally sensitive

### **General Responsibilities**

The Communications Coordinator must operate with a high degree of discretionary judgment, be comfortable operating in a fast-paced environment, and able to shift priorities and work quickly. The responsibilities are broad as the Communications Officer must work with a high degree of independence and creativity, with a desire to add value to the work of the Central Office Leadership Team each day.

- Develop, implement and evaluate a division communications plan that provides direction for promotional materials and marketing strategies.
- Design and monitor effective communication networks internally (involving schools, students, staff, parents) and externally (media, community, business, government) to profile the good news about the Division.
- Coordinate media relations opportunities including news releases, photo opportunities, news interviews, etc to profile initiatives and activities in the Division.
- Design, produce and coordinate a variety of written communications and promotional materials, specifically: regular media releases, Board Meeting Highlights, and advertising, speech-writing and key messaging, letter writing, the annual strategic plan and result report, and other communication materials as required.
- Work closely with schools and departments to advise in the development of communication and promotional programs and materials. Provide communications guidance and support to schools and departments.
- Provide communications direction and advice to the Central Services Leadership and Board of Trustees on a regular basis.
- Prepare the Board Chair and/or the Superintendent (or designate) to meet with the media to ensure accurate, timely and consistent information is released during promotional, crisis or incidental events.
- Act as the Communications Officer as part of the Division's incident response plan, including providing supports to school principals and the crisis response team as needed.
- Advise and participate in the team of leaders responsible during labour disputes, including communications advice and supports.
- Provide communications input and support to the Division and to schools during crisis and sensitive times.
- Ensure media are handled fairly and are given appropriate, accurate and consistent information in a timely manner.
- Provide training and support for division staff on various communications-related topics.
- To perform other duties consistent with the position as may be required from time to time.

## Specific Responsibilities

- Develop, implement and assess a division communication plan that provides direction for promotional materials, marketing strategies and events.
- Develop evaluative tools to monitor the effectiveness of the Division's communication plan and the use of division resources.
- Facilitates Division initiatives, services, programs, events, etc., in order to increase the public awareness of public education and the benefits of Clearview as a first-choice school division.
- Design and monitor effective communication networks internally involving schools, students, staff and parents and externally involving school councils, the media and businesses to profile the good news about our Division.
- Work closely with schools and departments to advise in the development of communication and promotional programs and materials.
- Produce a variety of written communications, materials, including speeches, news releases, letters, briefing notes, documents, etc.
- Coordinate media relations opportunities including news releases, photo opportunities, news conferences, etc. to profile initiatives, activities, and events in the Division.
- Facilitate two way communications between the division and the community by: providing information to the community from the division regarding priorities, plans and programs; and bringing information from the community to the division about trends, opportunities and challenges to enhance division planning and decision making.
- Prepare content for and assist in the development, maintenance and enhancement of the Division's communications including web site, news releases, public service announcements and surveys, and manage social media.
- Ensures best practices and legislative requirements relating to communications for election nominations and promoting election voting.
- Build relationships with key media contacts and identify opportunities to proactively promote the Division.
- Provide guidance to ensure coordination and communication of messages/news to both internal and external audiences.
- Coordinate the Division's Communications and Engagement Committee with trustee representatives and leadership.
- Present to the Board of Directors as required, suggesting new directions and/or changes in the current direction of Clearview Public Schools's communications strategies, including an accountability report annually to the Superintendent and Board of Trustees.
- Develop and monitor a communications budget.
- In collaboration with the Secretary-Treasurer, prepares Board agendas, documentation, distribution, recording and preparing minutes.
- Organizes and schedules public and committee meetings and events.
- Plan, coordinate and organize various special events, receptions and presentations as needed
- Coordination of yearly Trade Show Booth.
- Facilitates organization-wide radio advertisements and magnetic signs, as needed.

## Qualifications

- Postsecondary degree or diploma in communications, marketing, public relations, or a related field, or equivalent experience.
- Strong working knowledge of communication principles and practices.
- Minimum of 5-8 years experience in Communications and/or PR agency experience required.
- Management experience preferred.
- Must possess excellent oral, written and interpersonal communication with strong writing and editorial abilities.
- Bilingual in French desirable.
- Working knowledge of Microsoft Word, PowerPoint, Excel, internet, wire services, media monitoring software, and other public relation tools.
- Familiarization with software for publication, photo and video editing purposes, all social media outlets, web based programs and other relevant applications.
- Must possess strong project management skills.
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion.
- Must have the ability to be an influential communications consultant within the organization.
- Must have the ability to work effectively in a team.
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical.
- Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstration, organization structure, social service, and government relations, as they relate to the organization.
- Capable of handling confidential information with discretion and professionalism.

### **General Pay Classification**

- Employment Contract.

### **Growth Objectives and Evaluation**

- Performance of this position will be evaluated by the Superintendent

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## Position Description

<b>Position Title:</b>	Secretary-Treasurer
<b>Department:</b>	Support Leadership
<b>Immediate Supervisor:</b>	Superintendent of Schools
<b>Direct Report(s):</b>	Director of Financial Services Director of Facilities Director of Transportation Services Executive Assistant - Central Services
<b>Date Prepared/Revised:</b>	September 2023

The Secretary-Treasurer is responsible for financial planning, accounting functions and personnel functions, for the provision of business administrative services, for the overall supervision of facility and transportation services, and acts as Corporate Secretary to the Board.

### General Responsibilities:

1. Coordinates and monitors of all support services for the Division. Provides the Board with information required for sound financial, human resources, transportation, and facility use planning.
2. Provides fiscal management in an accountable manner.
3. Ensures effective provision of support operations in support of the educational goals of the Board.
4. To perform other duties consistent with the position as may be required from time to time.

### Corporate Secretary:

1. Assists with the preparation of meeting agendas and attends all Board and committee meetings where assigned as the division leader, and ensures that meetings are conducted in a manner consistent with that required by legislation and Board policy.
2. Arrange for minutes to be kept for all regular, special, and committee meetings of the Board.
3. Assumes responsibility for the preparation and execution of contracts, leases and agreements, and arranges for safe keeping of all official records and documents.
4. Prepares administrative and financial reports and returns as required by the legislation, or as requested by the Board.
5. Obtains for the Board opinion or interpretation of the *Education Act* and other legislation, and other legal matters.
6. Coordinates and facilitates the Board of Trustee elections.
7. Prepares financial by-laws/policies or other non-financial by-laws/policies, and arranges for the conduct of public referendum where relevant.
8. Administers and supervises the Board's Central Services operations.
9. Ensures the Board's Insurance Program is in place.

10. Is the approved agent of the Board in signing legal agreements and long term obligations.
11. Acts as the division liaison for all legal matters regarding the school division.
12. Assists the Superintendent in the development, implementation and monitoring of all Board policies and administrative procedures.

#### Financial:

1. Establishes and maintains proper and adequate records and books of account, as required by legislation and Board policy.
2. Supervises the management of the financial affairs of the Division and of all schools, including the Division's banking operations.
3. Prepares all financial and statistical reports and statements for submission to Alberta Education in connection with grants and other revenues.
4. Arranges for the continuous internal auditing of all funds including school generated funds.
5. Supervises the preparation of expenditure reports for schools and senior personnel comparing expenditure to allocated budget funds, and reviews as necessary to guard against potential overspending.
6. Prepares and presents monthly and quarterly a financial report to the Board.

#### Support Services:

1. Supervises the Division's facility and transportation services through the supervisors of the departments.
2. Coordinates and supervises the activities of Central Office support services.
3. Oversees the recruiting, hiring, training, supervising and evaluating of all Central Office support services, transportation, and facilities personnel.

#### Budget:

1. Develops budget guidelines, coordinates the preparation of the budget and assists the Board and the Superintendent in the review and interpretation of the budget.
2. Arranges for and supervises the preparation, publication and distribution of budgets as approved by the Board.
3. Completes budget forms as required by Alberta Education.
4. Administers the funds provided in the approved budget, and prepares periodical reports for the information of the Board and staff, showing actual and budget amounts, and where necessary financial projections.
5. Assumes responsibility for planning of future building construction and renovation projects, including the preparation of Infrastructure Maintenance and Renewal (IMR) and Capital Plan budget required by Alberta Education, arranging project financing, and providing necessary liaison with project consultants and contractors.

#### Information/Computer Services:

1. Assumes responsibility for student information systems, including the Provincial Approach to Student Information (PASI) student information transfer from schools and to Alberta Education.
2. Provides in-services as required.

3. Monitors computer programs for schools' and central services budget and accounting programs.

#### General Responsibilities:

1. Prepares as necessary, reports including recommendations, and appropriate policies and procedures in areas of responsibility.
2. Coordinates the Board's activities in the area of negotiation of contracts and labor relations, including the negotiation of contracts with employees and contractors.
3. Maintains records on all personnel and provides liaison on all matters affecting their employment and welfare, in accordance with legislation and Board policy.
4. Assumes responsibility for the coordination of all aspects of major construction projects including the provision of assistance to other staff on matters related to such projects.
5. To perform other duties consistent with the position as may be required from time to time.

#### Communications:

1. Assists the Board and superintendent with the development and implementation of the division's communications plan.
2. Assists with website content and media releases as needed.
3. Coordinates Board messaging with radio and billboard advertising.
4. Fulfills the role of FOIP Coordinator.

#### Incident Response

1. Performs the role of Emergency Operations Commander (EOC) in the event of an incident response.

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#### Qualifications:

- Accounting Designation preferred.
- Canadian School Board Official (CSBO) certification preferred.
- Three to five years experience in a management position.
- An understanding of the education system in Alberta.
- Well-developed interpersonal skills, organization, written and public relations skills.
- Computer skills: accounting and student records systems
- Labour relations: interpreting and assisting with contract and labour issues.

#### General Pay Classification:

- Employment Contract.

#### Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Superintendent of Schools.

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## Position Description

**Position Title:** Executive Assistant - Central Services  
**Department:** Support Leadership  
**Immediate Supervisor:** Secretary-Treasurer - Business and Finance  
**Direct Report(s):**  
**Date Prepared/Revised:** September 2021

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The Executive Assistant - Central Services functions as Executive Assistant to the Governance and Executive Leadership (Board of Trustees, Superintendent of Schools, Deputy Superintendent, and Secretary-Treasurer) of Clearview Public Schools and reports to the Secretary-Treasurer - Business and Finance. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public.

### General Responsibilities

1. Assists the Executive Leadership in general administrative operations and assumes responsibility for special projects assigned.
2. Provide support in the production of letters to government, parents or staff.
3. Assists with Clearview's Recognition Night.
4. Monitors incoming telephone calls for the Executive Leadership as requested.
5. Schedules meetings and appointments for Executive Leadership as requested.
6. Able to maintain a high degree of confidentiality with the ability to handle sensitive issues with integrity, discretion and professionalism.
7. Carries out such additional duties as may be assigned from time to time by the Executive Leadership.
8. Present a positive and professional image to all visitors, suppliers, inquiries, and other persons.
9. Provides support for the duties of the Administrative Assistant position as needed or during absences, including front-end coverage during short-term absences.
10. To perform other duties consistent with the position as may be required from time to time.

### Governance Supports

1. In years of municipal elections, assists the Secretary-Treasurer (Business and Finance) in carrying out the duties of Returning Officer.
2. Assists to Coordinate Board special events as directed by the Board (e.g. Staff Appreciation, Trade Fair, Food Bank Donations).
3. Prepare and distribute agendas for Board meetings.
4. Organize, coordinate and attend Board and other meetings when requested by Executive Leadership and act as recording secretary at such meetings.
5. Prepare minutes for Board Meetings and other Board committee meetings as requested, including assisting in the development of action planning and Board Highlights.

6. Assist in the management and maintenance of Board Policy and Administrative Procedures and ensure documentation is kept current in print and on website.
7. Book hotel rooms for Alberta School Board Association Spring and Fall General Meetings.
8. Schedules meetings and coordinates calendars for the Board of Trustees as requested.

#### Executive Supports

1. Assists the Executive Leadership in reporting for purchases made (including purchasing cards reporting) as requested.
2. Assists the Deputy Superintendent in the preparation of information for submission to the Board of Trustees or Alberta Education for locally developed courses as requested.
3. Attends meetings of Executive Leadership and records minutes as requested.
4. Schedules meetings and coordinates calendars for Executive Leadership as requested.
5. Assists the Deputy Superintendent when organizing professional learning days as requested.
6. Assist in travel planning for Executive Leadership as requested, including rental needs, hotel reservations, air travel.
7. Provides support in the preparation of reports and communication materials through reviews of materials prior to finalization, as requested; review documents, reports, and correspondence prepared for and by Executive Leadership for format, content, grammar, spelling and make edits as necessary.
8. Assists the Secretary-Treasurer in records management including information protected by FOIP, information regarding legal matters, or information regarding labour matters, as requested.

#### Leadership Supports

1. Supports the Director of Inclusive Services and the Director of Human Services in student and staff wellness initiatives as requested.
2. Supports the Director of Human Services in safety initiatives as requested.
3. Supports communication initiatives as requested.

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#### Core Competencies:

- Quality Orientation
- Time Management
- Problem Solving
- Accountability and Dependability
- Research and Analysis
- Operating Equipment
- Providing Consultation
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Enforcing Laws, Rules and Regulations
- Mediating and Negotiating

- Communication
- Energy and Stress

Qualifications:

- High School Graduate, with post-secondary education preferred.
- Business Administration and/or Communication courses would be an asset.
- Five years' experience at a senior secretarial level preferred.
- Ability to work with little or no supervision and to work as a member of a team.
- Demonstrate ability to plan, organize and coordinate activities.
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Demonstrated written and oral communication skills.
- Technologically competent and knowledgeable in various media.
- Willingness to learn new technologies and develop new skills.
- Resourceful and flexible.
- Proven organizational and time management skills.
- Demonstrated skills software, which may include in Google application programs, Microsoft Office programs and presentation programs.
- Such other qualifications as the Secretary-Treasurer - Business and Finance may find appropriate and acceptable.

Work Conditions:

- Manual dexterity required to operate computer and peripherals.
- Interacts with employees, various management levels and the public at large.
- Ability to lift up to 25 lbs.
- Repetitive work.
- Hours may be flexible on occasion, including some evening or weekend work.

General Pay Classification:

- Executive Assistant.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Secretary-Treasurer.

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## Position Description

<b>Position Title:</b>	Director of Financial Services
<b>Department:</b>	Central Services
<b>Immediate Supervisor:</b>	Secretary-Treasurer
<b>Direct Report(s):</b>	Compensation Coordinator Accountant - Financial Services Administrative Assistant - Central Services
<b>Date Prepared/Revised:</b>	January 2022

The Director of Financial Services is responsible for the Division's accounting and internal controls operations, including general ledger, accounts payable, accounts receivable, school generated funds, external and internal audit and banking. The Director of Financial Services is also responsible for financial reporting, revenue reconciliation and assists with financial forecasting.

### General Responsibilities:

To administer the accounting operations of the Division in an efficient, effective manner and to ensure that expenditures are to the ultimate benefit of students.

### Auditing, Financial and Reporting

1. Has responsibility for the general accounting operations of the Division including but not limited to the following:
  - 1.1. General Ledger
  - 1.2. Revenue Reconciliation
  - 1.3. Accounts receivable
  - 1.4. Accounts payable
  - 1.5. Audit and banking
  - 1.6. Financial internal controls
  - 1.7. School Generated Funds (SGF)
  - 1.8. Accounts receivable
2. Provides a major role in the preparation of monthly, quarterly and year-end financial reports including the audited financial statement, related government reports and other financial reports needed by the schools and various departments or as required by the Secretary-Treasurer.
3. Maintains and ensures the accuracy of all interfaces (payroll, A/R, A/P, SGF, budget) into the general Ledger.
4. Develops and maintains the CSD chart of accounts which meets changing and multiple needs for stakeholders' information and reporting.
5. Monitors cash flow.

6. Carries out yearly internal audits or as required by the Secretary-Treasurer including internal audit of school accounts and School Generated Funds.
7. Cooperates with the Board's auditors during the annual audit by preparing and providing all necessary spreadsheets, reports, and additional information upon request.
8. Ensures that all funding and revenue due to the Board are received and properly allocated to different schools and departments as approved by the board.
9. Responsible in doing bank and investments reconciliations and journal entries.
10. Ensures that school fees and other appropriate fees for education services, transportation and materials are levied and that the remittance of such fees to central office is made on a regular, prompt basis.
11. Administers the Scholarship Trust Accounts in accordance with Division Policy and Alberta Education's reporting requirement.
12. Helps in the planning, training and implementation of software and policy changes that affect the school's financial procedures.
13. Maintains spreadsheets for investments, capital assets, amortization and debentures Prepares average costing entries for both certificated and uncertificated and charges it to schools.
14. Prepares schools and department allocations as per budget.
15. Liaises with the bank for necessary documentation needed, for adding new online payee or for any issues that affect payroll and finance.
16. Serves as the main support for any issues relating to School Generated funds.
17. Prepares all government reports required for financial reporting.

#### Budgeting

1. Assists the Secretary-Treasurer in the development, maintenance and revision of a budgeting system that supports the budget process.
2. Assists in the training of management or leadership team on how to use budget software.
3. Inputting of the budget information into the accounting system to enable management to track spending against the approved budget.
4. Prepares Budget Reports as per Alberta Education's requirements ready for board approval.
5. Responsible in developing and monitoring the Central Services budget.

#### Payroll, Compensation and Benefits Administration:

1. Oversees generally the payroll system, in recognition of the primary responsibilities of the Compensation Coordinator.
2. Oversees the payroll system to ensure effective operations of the daily operational activities related to payroll and benefits, and ensures calculations for eligible pay and benefits are within applicable statutes, regulations, policies, contracts or administrative procedures.
3. Stay current with payroll regulations, standards and work methods.
4. Annual reporting and reconciliation to payroll and benefits related agencies – CRA (T4's, T4A's), WCB, Pension Plans, Benefit Plans.

5. Compliance and participation in Annual Audits.
6. Assist with all payroll and benefits related audits.

#### Personnel Management and Others Duties

1. Supervise, train and evaluate finance and front desk personnel.
2. Direct and coordinate staff priorities to meet department outcomes.
3. Develop opportunities for staff cross-training and personal growth.
4. Develop and maintain procedure manuals and workflow charts for accounting and financial functions.
5. Assist and train school secretaries with their financial duties.
6. Notify and assist schools in any funding issues; serves as a liaison between schools and Alberta Education's funding administrator.
7. Serves as Purchasing Card Coordinator.
8. Maintains users on all financial softwares and liaises with providers for any issues that may arise.
9. Files all GST returns for Clearview and for all schools on a quarterly basis.
10. Responsible in filing the federal and Alberta annual Registered Charity Return.
11. Helps schools in monitoring and cleaning up outstanding school fees as well as liaises with collection agency and parents in collecting outstanding school fees.
12. Carries out such additional duties as may be assigned from time to time by the Secretary-Treasurer.

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#### Qualifications:

- Grade 12 education.
- Post-secondary business training, preferably an accounting designation.
- Three to five years' experience in accounting and internal auditing in a local government environment.
- Experience with data processing of both accounting and payroll functions.

#### Pay Classification:

- Employment Contract.

#### Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Secretary-Treasurer.

**Disclaimer:** This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.

## Position Description

**Position Title:** Compensation Coordinator  
**Department:** Support Services  
**Immediate Supervisor:** Director of Financial Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Compensation Coordinator is responsible for managing, planning, organizing and administering the Payroll functions of the Division ensuring that compliance with applicable statutes, regulations, policies and contractual obligations are being met within the parameters set by the Director of Financial Services.

This position is required to work in cooperation with the Director of Human Services in the areas of human resources and payroll.

### General Responsibilities:

#### Human Resource Administration:

1. Coordinate with the Director of Human Services in human resource responsibilities.
2. Participate in Human Resources including:
  - 2.1. Hiring and terminations
  - 2.2. Leave management
  - 2.3. Collective Agreement interpretation
  - 2.4. Job Descriptions
  - 2.5. Salary comparisons, compensation and benefits issues.
  - 2.6. Dispute resolution
  - 2.7. Collective bargaining
  - 2.8. Investigations
3. Manage the human resource software system.
4. Participate in the job posting process.
5. Advise the Director of Human Services on contracts/correspondence related to human resources and payroll related matters for internal and external stakeholders, including union and non-union staff.
6. Provide support for the Director of Human Services in the front line resource for all employee human resource inquiries involving leaves, pay, benefits, sick leave, disability, workplace injuries, death, retirement.
7. Advise and serve in a resource capacity for the Compensation Committee and Senior Administration in negotiations at the bargaining table with unionized and non-unionized staff.
8. Participates in employee appeals and grievances in general for all staff, and in accordance with collective agreements, Board policies, and administrative procedures.
9. Analyze and provide recommendations on compensation and benefits issues.
10. Assist with the development of financial projections and annual budget development.
11. Track vacation eligibility/liability.

12. Be the Commissioner for Oaths for Clearview.
13. Other duties as assigned.

#### Compensation and Benefits Administration:

1. Manage the payroll system and oversee the daily operational activities related to payroll and benefits, and ensure calculations for eligible pay and benefits are within applicable statutes, regulations, policies, contracts or administrative procedures.
2. Payment and reconciliation of all payroll accounts payable on a monthly or specific time basis.
3. Stay current with payroll regulations, standards and work methods.
4. Annual reporting and reconciliation to payroll and benefits related agencies – CRA (T4's, T4A's), WCB, Pension Plans, Benefit Plans.
5. Compliance and participation in Annual Audits.
6. Provide reports for budget and salary negotiations.
7. Administer the computer purchase plan.
8. Administer the Health Care Spending Account.
9. Administer the Wellness Spending Account.
10. Employment verifications, record of employments, teacher certification processing.
11. Assist with all payroll and benefits related audits.
12. Other duties as assigned.

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#### Qualifications:

##### Minimum:

- Grade 12 education
- Accounting, payroll and human resources training.
- Payroll Compliance Practitioner (PCP) Designation – Canadian Payroll Association or equivalent.
- 5+ Years related experience in Payroll

##### Preferred:

- Post-secondary training in Payroll
- Holds or working towards Canadian Payroll Manager (CPM) - Canadian Payroll Association, or equivalent.
- 10+ yrs Payroll Administration Experience.
- Freedom of Information and Protection of Privacy (FOIP) Legislation Training.

##### Memberships:

- Canadian Payroll Association, Association of School Business Officials of Alberta.
- Freedom of Information and Protection of Privacy (FOIP) Legislation training.
- Excellent communication, planning and analytical skills.
- Professional, adaptive and engaging communication skills in all mediums (interpersonal, meetings, over the phone, E-mail, written).
- Membership in any of the following: Canadian Payroll Association, Association of School Business Officials of Alberta, Human Resources Institute of Alberta.

Growth Objectives:

- Objectives, as necessary, will be developed on an annual basis by the Director of Financial Services.

Pay Classification:

- Employment Contract.

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Director of Financial Services.

***Disclaimer:*** This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.

**Position Title:** Payroll / HR Administrative Assistant  
**Department:** Support Services  
**Immediate Supervisor:** Director of Financial Services  
**Direct Report(s):**  
**Date Prepared/Revised:** February 2024

The Payroll / HR Assistant is responsible for assisting in implementing the payroll and human resources functions of the Division ensuring that compliance with applicable statutes, regulations, policies and contractual obligations are being met within the parameters set by the Director of Financial Services.

This position is required to work in cooperation with the Assistant Superintendent of Human Services and Compensation Coordinator in the areas of human resources and payroll operations. The Payroll / HR Assistant reports to the Director of Financial Services. This position also serves as backup to the Administrative Assistant - Central Services, and responsibilities would follow, as outlined in the respective position description.

#### General Responsibilities:

##### Human Resource Administration:

1. Coordinate with the Assistant Superintendent of Human Services in human resource responsibilities.
2. Participate in Human Resources including:
  - 2.1. Posting of vacant positions,
  - 2.2. Collecting of applications;
  - 2.3. Support and review new hires in the onboarding process;
  - 2.4. Setup new staff in the following platforms: Atrieve, Public School Works, Hour Zero, School Messenger;
  - 2.5. Review staffing schedules for accuracy across the systems;
  - 2.6. Assist with Recognition Night including collecting attendance and gift preferences of award recipients;
  - 2.7. Setting up substitute teachers and casuals;
  - 2.8. Assisting in completing surveys;
3. Other duties as assigned.

##### Compensation and Benefits Administration:

1. Coordinate with the Compensation Coordinator in payroll responsibilities.
2. Assisting the Compensation Coordinator in Payroll including:
  - 2.1. Payment and reconciliation of all payroll accounts payable on a monthly or specific time basis.
  - 2.2. Stay current with payroll regulations, standards and work methods.
  - 2.3. Annual reporting and reconciliation to payroll and benefits related agencies – CRA (T4's, T4A's), WCB, Pension Plans, Benefit Plans.
  - 2.4. Compliance and participation in Annual Audits.
  - 2.5. Provide reports for budget and salary negotiations.
  - 2.6. Administer the Benefits and Health Care Spending Account Benefits.

- 2.7. Employment verifications, record of employment, teacher certification processing.
- 2.8. Assist with all payroll and benefits related audits.
- 3. Other duties as assigned.

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Qualifications:

Minimum:

- Grade 12 education

Preferred:

- Accounting, payroll and human resources training.
- Post-secondary training in Payroll.
- Holds or working towards Payroll Compliance Professional through the National Payroll Institute.
- Excellent communication, planning and analytical skills.
- Professional, adaptive and engaging communication skills in all mediums (interpersonal, meetings, over the phone, E-mail, written).

Growth Objectives:

- Objectives, as necessary, will be developed on an annual basis by the Director of Financial Services.

Pay Classification:

- Administrative Assistant

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Director of Financial Services.

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## Position Description

**Position Title:** Accountant - Financial Services  
**Department:** Central Services  
**Immediate Supervisor:** Director of Financial Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Accountant - Financial Services supports the Accounting department's Accounts Payable and Accounts Receivable functions, processes and procedures; performs back-up to the Director of Financial Services as needed. The Accounting Technician is responsible for accounting duties as assigned, assist the Director of Finance with monitoring general ledger accounts, assure that all invoices have proper authorization that goods have been received and all accounts are posted properly to the general ledger.

### Accounts Payable:

1. Oversees the daily operational activities to ensure financial accountability is being met according to approved Division purchasing guidelines or practices.
2. Balance and check vendor statements.
3. Investigates and resolves payment discrepancies.
4. Review purchase orders, monitor and assure proper coding for posting to the General Ledger.
5. Responsible in processing and paying all bills including expense claims, invoices, utility bills, phone bills and payroll related payables.
6. Process all eligible voucher, net payments and invoices assuring that proper authorization is in place for the purchase, confirmation is obtained that goods were received, proper G.S.T. codes are assigned, and payment is made using the applicable currency (Canadian/U.S.).
7. Do GST self-assessment and currency conversion for USD invoices
8. Responsible in adding new vendors and maintaining them.
9. Retrieves P.O.'s from schools; matches them with incoming invoices; and files completed P.O.s per location.
10. Follows up with schools and departments on outstanding P.O.'s
11. Requests confirmations from schools and ensures invoices have proper authorization.
12. Cancel stale dated cheques.
13. Ensure invoices are paid within the specified due date in order to avoid penalties and cheques are run in a timely manner according to set schedules.
14. Match and check all receipts, code and ensure approval of all visa statements and all employee claim forms

15. Prepares Journal Entries related to Accounts Payable.
16. Organizes and coordinates payment of student scholarships.
17. Helps in the training and implementation of software and policy changes that affect Accounts Payable.
18. Provides support to schools with coding and other Accounts Payable related questions.

#### Accounts Receivable

1. Prepares invoices and receipts relating to:
  - 1.1. Mental Health/Family School Liaison
  - 1.2. Facility Rentals
  - 1.3. School Fees
  - 1.4. Secondment
  - 1.5. Busing services
  - 1.6. Joint Office
  - 1.7. Comtech
  - 1.8. Third Party Billing - Sub Teachers
  - 1.9. Miscellaneous/NSF Charge backs
2. Prepares Journal Entries related to Accounts Receivable
3. Prepare letters for collection of outstanding school fees at year end.
4. Prepare daily deposits, invoices, receipts and enter into Accounts Receivable System.

#### School Generated Funds (SGF)

1. Back up in giving support to schools for any issues regarding School Generated Funds.
2. Assist the Director of Finance in doing the interim and yearly audits.

#### Reporting

1. Prepares the Trustees web expenses.
2. Prepares Cheque and Visa purchases listing for the Board of Trustees to review.
3. Prepares and submits T4A files.
4. Prepares and files Fuel Excise Tax Refund.
5. Tracks central costs including Centrally supported PDs, Division PDs, Recognition Night, Staff Appreciation Purchases, Trade Show costs, and Home Education parent reimbursements

#### Other Duties

1. Back up receptionist when needed.
2. Serves as a backup to the Director of Financial Services.
3. Other duties as assigned.

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#### Qualifications:

- Grade 12 education with accounting training.
- Accounting training or designation preferred.
- Preferred minimum of 5 years' experience in school business.
- Experience in office procedures and the use of equipment including personal computer, word processing, photocopier and accounting software.
- Post-secondary training in business administration is preferable.

Pay Classification:

- Accountant.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Financial Services.

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## Position Description

**Position Title:** Administrative Assistant - Central Services  
**Department:** Central Services  
**Immediate Supervisor:** Director of Financial Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Administrative Assistant is the receptionist for the Central Services' office. The Administrative Assistant reports to the Director of Financial Services.

### General Responsibilities:

Includes but is not limited to:

1. Various secretarial duties as needed in the office.
2. Answers the telephone and directs incoming calls.
3. Acts as receptionist for anyone visiting central office.
4. Processes correspondence, notices, memorandums, and similar materials and distributes such material as directed.
5. Assists with policy and admin procedure updates i of the paper copies for the office binders.
6. Assists the Executive Assistant with duties as required.
7. Processes all mail, both coming in and going out.
8. Responsible for central office supplies inventory.
9. Maintains substitute teacher/substitute support staff list.
10. Coordinates the booking of facilities and office car.
11. Stuffs and mails cheques.
12. Prepares KEV bank deposits and enters payments in KEV
13. Requests fall Honour Awards lists from schools, prepares certificates and distributes to schools.
14. Prepares purchase orders for all Central Services - Technology, Inclusive Learning, etc..
15. Photocopies necessary backup for year end school generated funds Audit, as needed.
16. Maintains archived student records for Student Services Department.
17. Prepares files for shredding.
18. Assists with year end file movement.
19. Assists with Trade Show and Recognition Night preparation and setup.
20. Responsible for the Central Office records management system which includes the gathering, coding, filing and retrieving of data and files.
21. Coordinate record destruction schedule.
22. Prepares Daily Trip Inspection Report Books for Transportation and maintains the Report spreadsheet.
23. Completes any scanning into edocs that is required.

24. To perform other duties consistent with the position as may be required from time to time.
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Qualifications:

- Grade 12 education with secretarial training.
- Experience in office procedures and the use of equipment including personal computer, word processing, photocopier and electronic telephone system.
- Other qualifications as determined by the Secretary-Treasurer.

Pay Classification:

- Administrative Assistant.

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Financial Services.

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## Position Description

<b>Position Title:</b>	Director of Transportation Services
<b>Department:</b>	Transportation Services
<b>Immediate Supervisor:</b>	Secretary-Treasurer
<b>Direct Report(s):</b>	Transportation Services Coordinator, School Bus Shop Mechanic, Administrative Assistant - Transportation Services, and School Bus Drivers
<b>Date Prepared/Revised:</b>	February 2023

The Director of Transportation Services is responsible for the coordination of student transportation services throughout the Division. The Director of Transportation Services is directly responsible to the Secretary-Treasurer. The Director of Transportation Services supervises the following positions: Transportation Coordinator, Administrative Assistant - Transportation Services, School Bus Shop Mechanics and School Bus Drivers.

### Annual Operating Budget:

1. Estimating expenditures on appropriate items in transportation.
2. Estimating revenue on Provincial grants in transportation.
3. Administering the transportation budget.

### Bus Routes:

1. Determination of most effective routes, drawing up individual route maps indicating pick-up points, and preparing master maps (a.m. and p.m.).
2. Checking individual passenger lists (names, grades, and locations).
3. Collation of other relevant data (transfer times, total mileage, deadheading, other ineligible mileage, ineligible students.).
4. Allocating most appropriate bus to each route.
5. Submission of data to Alberta Education for grant applications.

### Transportation Staff:

1. Responsible for overseeing the Transportation Services Coordinator on the recruitment and training of regular and substitute drivers through the School Bus Safety Program, "S" Endorsement Program.
2. Responsible for overseeing the Transportation Services Coordinator on the evaluation and monitoring of regular and substitute drivers.
3. Oversee work of Bus Shop Mechanics, including compliance requirements under current legislation and the requirements contained in the Clearview Public Schools Transportation Handbook & Safety Program and Maintenance Program.
4. Responsible for evaluations and monitoring of Shop Mechanics.
5. Oversee work of the Transportation Services Coordinator and Administrative Assistant - Transportation

Services.

6. Responsible for evaluation of Transportation Coordinator and Administrative Assistant - Transportation Services.
7. Recommends dismissal of Transportation personnel.

#### Maintenance and Bus Fleet:

1. Oversee work of Bus Shop Mechanics.
2. Analyzing load factors to determine appropriate bus size requirements.
3. Drawing-up specifications of new units.
4. Drawing-up tenders (e.g.: new units, tires and fuel).
5. Disposal of old units.

#### Accounting and Reporting:

1. Preparation of reports on transportation for meetings as requested by the Secretary-Treasurer.
2. Analysis of monthly bus drivers' reports.
3. Data for grant purposes (bus inventory, including size and serial number; per diem support; route distance; passengers-both eligible and ineligible; loan factors, transportation of classes between schools).
4. Accident reports for both internal and Safety Branch purposes. Follow-up includes insurance claim submissions.
5. Boarding and transportation allowances (applications, records of payments and grant submissions).
6. Submission of payroll information.

#### Safety:

1. Ensures all transportation staff receive training on required legislation and as outlined in the Clearview Public Schools Transportation Handbook & Safety Program and Maintenance Program.

#### Field Trips/Extra Curricular:

1. Oversees the Transportation Services Coordinator on arranging student transportation.
2. Keeping records for appropriate authorities (ie: financing, National Safety Code).

#### Public Relations:

1. Competitions (e.g.: School Bus Safety Week).
2. Regular contact with parents, students and teachers.
3. Investigation and recording of complaints from parents, teachers, drivers, general public, Safety Branch, etc., regarding any aspect of the busing system.

#### Organizations:

1. Provincial Student Transportation Association of Alberta (STAA).

General:

1. Other duties as assigned by the Secretary-Treasurer.
- 

Qualifications:

- Well-developed interpersonal, organizational, communication and public relations skills.
- Basic working knowledge of computers and computerized routing systems.
- Holds a current, class 2 operators license.
- Holds Instructors' Certificate in School Bus Driver Improvement Program.
- Experience in student transportation.

Growth Objectives:

- Objectives, as necessary, will be developed on an annual basis by the Secretary-Treasurer and the Superintendent of Schools.

Pay Classification:

- Director of Transportation.

Evaluation:

- Performance will be evaluated by the Secretary-Treasurer in accordance with policy approved by the Board for evaluation of support services personnel.

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## Position Description

**Position Title:** Transportation Services Coordinator  
**Department:** Transportation Services  
**Immediate Supervisor:** Director of Transportation Services  
**Direct Report(s):**  
**Date Prepared/Revised:** February 2025

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The Transportation Services Coordinator is responsible for assisting in the coordination of student transportation services throughout the Division. The Transportation Services Coordinator is directly responsible to the Director of Transportation Services.

### Bus Routes:

1. Routing and Planning - Assists with the - development or improvement of safe and efficient school bus routes.
2. Process registrations for intown and rural busing requests, and prepare student lists for schools and drivers.
3. Assist with collation of other relevant data (transfer times, total mileage, deadheading, other ineligible mileage, ineligible students.).
4. Assist in gathering information for Alberta Education grant applications.

### Bus Drivers - Safety and Training

1. Assist with recruitment of new drivers
2. Responsible for onboarding of new drivers
3. Accountable for training and competency of regular and substitute drivers through the “S” Endorsement, “S” Endorsement Refresher Training Programs and ensuring that bus drivers are trained to appropriate safety codes and legislation.
4. Accountable for training and competency assessments to transportation staff on the required legislation as outlined in the Clearview Public Schools Transportation Safety and Maintenance Program.
5. Performs and/or oversee driver evaluations and driver monitoring of regular and substitute drivers.
6. Assists the Director of Transportation Services in monitoring student behavior on video surveillance and works with drivers on student management.
7. Collects bus driver pre-trip reports, monitors compliance requirements and redistributes relevant information back to bus shop and drivers.
8. Monitor and maintain of Driver and Bus files in accordance with the NSC Safety and Maintenance Program.

**Accounting and Reporting:**

1. Review Alberta Education Route Assessments and prepare summaries of route concerns/work item requests and copies of current route maps to the applicable counties/road maintenance contractors for follow up.
2. Assist with timesheet preparation as needed.

**Field Trips/Extracurricular Support:**

1. Provide assistance in arranging student transportation for field trips when the Transportation Administrative Assistant is unavailable.
2. Support the coding and submission of field trip timecoding information to payroll as needed.

**Public Relations:**

1. Provides information and education to parents, staff, and the community regarding transportation policies, procedures, and expectations, ensuring clarity and understanding when questions or concerns arise.
2. Notifying the public of bus route cancellations/delays by updating the Division website, Bus Status.
3. Takes and responds to requests and concerns from parents, teachers, drivers, the general public, Safety Branch, and others regarding any aspect of the busing system. Serves as the first point of contact to gather relevant information, investigate concerns, and work towards resolution. Escalates complex or unresolved issues to the Director of Transportation as necessary.

**Organizations:**

1. Attends annual Provincial Student Transportation Association of Alberta (STAA) conferences/PD sessions, as applicable.

**General:**

1. Other duties as assigned by the Secretary-Treasurer or Director of Transportation Services.
- 

**Qualifications:**

- A strong passion for public service.
- A team-oriented mindset with enthusiasm for leading and fostering a positive, safe, and healthy workplace culture.
- Proven experience as a leader or supervisor.
- Exceptional interpersonal, organizational, communication, and public relations skills.
- Proficiency in Microsoft Office Suite (e.g., Word, Excel, Outlook).
- Familiarity with bus routing software (preferred but not required).

- Holds or is working toward a valid **Class 2S operator's license** (considered an asset).
- Holds or is working toward an **Instructor's Certificate** in the School Bus Driver Improvement Program and Class 2S Training Program (considered an asset).
- Demonstrates initiative and forward-thinking.
- A strategic mindset with a solution-oriented approach.

Pay Classification:

- Transportation Services Coordinator

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Transportation Services.

**Disclaimer:** *This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.*

## Position Description

**Position Title:** School Bus Shop Mechanic  
**Department:** Transportation Services  
**Immediate Supervisor:** Director of Transportation Services.  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The School Bus Shop Mechanic works from the Stettler and/or Coronation Bus Shops and is responsible to the Director of Transportation Services. The School Bus Shop Mechanic will have the ability to troubleshoot major and minor mechanical problems, as well as have the ability to repair and adjust all necessary mechanical components. Work assignments will be received in the form of oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs. Other duties may be assigned as required.

### General Responsibilities:

1. Maintaining the shop facility and overseeing its operation ensuring compliance with OH & S legislation.
2. Performing repairs and maintenance on the jurisdiction's fleet of vehicles to a standard consistent with journeyman level expectations.
3. Maintains good working relationships with all drivers and staff. Works cooperatively with drivers to ensure *National Safety Code* compliance.
4. Respond to service calls in the field using available equipment which may involve a tow truck and carrying out emergency repairs as needed.
5. Undertake school bus maintenance and inspection programs according to regulations and pre-determined schedules (regular servicing and semi-annuals).
6. Completion of work order forms on an ongoing and timely basis, ensuring compliance with *National Safety Code*.
7. Maintaining a cost effective and efficient parts inventory which includes ordering, meeting sales staff, updating records for parts and prices, pick-ups from local suppliers and invoice processing and purchase orders.
8. Other duties as assigned by the Director of Transportation Services may include, but not necessarily be limited to, researching technical matters, attendance at meetings, workshops or seminars, keeping statistical data and answering the phone and two-way radio.
9. Check all heavy equipment for proper performance and inspect equipment to detect faults and malfunctions.
10. Diagnose defects in heavy duty equipment.
11. Diagnose any faults or malfunctions using computerized and other testing equipment to determine extent of repair that is required.
12. Perform incidental welding operations on equipment.
13. Adhere to workplace safety policies, regulations and compliances.

14. Communicate any unsafe conditions or accidents/injuries in a timely manner to the supervisor in order to facilitate prompt correction or reporting.
15. Perform mechanical repairs on equipment in the shop and road calls when required.
16. Accurate completion of work orders and time cards.
17. Instruct apprentices, when required.
18. Keep detailed and accurate maintenance reports and documentation.
19. Maintain a working knowledge of changes in technology and repair techniques.
20. Other mechanical repair work as required.
21. Other duties as assigned.

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#### Qualifications:

- Hold a current Commercial Vehicle Inspection Program (CVIP) license.
- Hold a current, clean class 5 operator's license, with a preference for a clean class 1 or 2 license, with "Q" Endorsement. Hold a current Alberta Heavy Equipment Technician's Certificate (formerly known as heavy duty mechanic certificate) **OR**, alternatively, an Alberta Automotive Service Technician's certificate.
- Experience in a Bus Shop setting as a mechanic would be a distinct advantage.
- The ability to work without direct supervision and flexibility in working hours is important.
- It would be an asset if the individual had parts experience, is well versed in electronic circuitry for school buses, and is computer literate.
- Organizational, computational and communication skills are essential.
- Appropriate credentials and certifications.
- Proven mechanical abilities in hydraulics and electrical, including schematics and diagnostics.
- Experience with routine maintenance operations.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure.
- Strong attention to detail.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

#### Work Conditions/Hours of Work:

- Generally 7:00 a.m. - 4:00 p.m. - Monday to Friday with one hour for lunch. Hours may vary due to inclement weather conditions or as necessary. Must be flexible for callouts/overtime work as needed.
- 24/7 availability may be required.
- Physical ability to lift up to 50 lbs.
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Hazards associated with the trade.
- Work both indoors and outdoors.

#### Pay Classification:

- Journeyman - Building Maintenance/Bus Shop Mechanics.

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Director of Transportation Services.

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## Position Description

**Position Title:** Administrative Assistant - Transportation Services  
**Department:** Transportation Services  
**Immediate Supervisor:** Director of Transportation Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2025

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The Administrative Assistant - Transportation Services is directly responsible to the Director of Transportation Services.

### General Responsibilities:

#### Office Duties

1. Various secretarial duties as needed in the office such as answering the telephone and directing incoming calls.
2. Acts as receptionist for anyone visiting the Transportation Services Office.
3. Processes correspondence, notices, memorandums, and similar materials and distributes such material as directed.
4. Take minutes at Staff and Safety Supports meetings.
5. Timesheet preparation to payroll on a monthly basis.
6. Review, validate and record fuel invoices.
7. Assist with processing of transportation registrations into routing and planning software, yard service requests, KEV payments
8. Responsible for the coordination of division owned vehicles, booking of appointments (service, tires, etc) and maintaining vehicle files.
9. Provides each county with copies of current route maps and connects with counties to report or request road maintenance, signs or gravel.
10. Edit student records in Routing and Planning Software through notifications from Powerschool.

#### Bus Drivers

1. Assist with notifying public of bus route cancellations/delays by updating the Division website - Bus Status.
2. Maintaining employee files within routing and planning software.
3. In cooperation with the Director of Transportation Services and/or Transportation Services Coordinator, works towards becoming a trainer of regular and substitute drivers through the "S" Endorsement, "S" Endorsement Refresher Training Programs and Class 2S program.

4. Once trained, assist in the evaluation of substitute and regular drivers through the “S” Endorsement, Class 2 and “S” Endorsement Refresher training programs.

#### Bus Mechanics

1. Support with scheduling buses for inspections (CVIPS), service, maintenance, breakdowns and repairs.
2. Collaborating with mechanics to maintain a list of available spare buses and tracking spare bus locations.

Maintaining fleet lists including spare buses and locations to ensure availability for daily operational requirements.

#### Field Trips/Extra Curricular

1. Arranging of student transportation for field trips.
2. Coding field trip payroll information for submission to payroll.

#### General

Other duties as assigned by the Secretary-Treasurer or Director of Transportation Services.

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#### Qualifications:

- A passion for public service.
- A team-oriented mindset with enthusiasm for leading and fostering a positive, safe, and healthy workplace culture.
- Demonstrates initiative, forward-thinking, and a strategic, solution-oriented approach.
- Experience in office procedures and the use of office equipment, including personal computers, word processing, photocopiers, and electronic telephone systems.
- Well-developed interpersonal, organizational, communication, and public relations skills.
- Proficiency in Microsoft Office and Google Suite products (required).
- Working knowledge of bus routing software (considered an asset).
- Holds or is working towards a valid **Class 2 operator’s license** (considered an asset).
- Holds or is working towards an **Instructor’s Certificate** in the 2S MELT program and School Bus Driver Improvement Program (considered an asset).
- Minimum Grade 12 education. Completion of a post-secondary program in office administration, business, or a related field is considered an asset. Equivalent experience in bookkeeping, payroll, accounts payable/receivable and other administrative tasks will also be considered.

#### Pay Classification:

- Administrative Assistant 1 or 2, depending on qualifications and certification.

#### Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Director of Transportation Services.

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## Position Description

**Position Title:** School Bus Driver  
**Department:** Transportation Services  
**Immediate Supervisor:** Director of Transportation Services  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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School bus drivers are an integral part of the staff at the Clearview Public Schools. They not only serve as drivers of school buses for transporting students, they also are responsible for the health, safety and conduct of their students and play an important part in public relations.

### General Responsibilities:

1. The School bus driver, under the direction of the Director of Transportation Services will primarily be responsible for transporting students of various ages to and from their homes and their respective schools in an effective and safe manner. This individual will be responsible for following established routes and ensuring the established schedule is followed so passengers arrive at their destination on-time.
2. All school bus drivers are responsible directly to the Director of Transportation Services who will handle all disciplinary measures regarding school bus drivers with the exception of dismissals.
3. Resolve any conflicts in a positive, respectful and proactive manner.
4. Indulgence in intoxicants by school bus drivers before driving bus will not be tolerated.
5. School bus drivers will be given a regular opportunity of obtaining a basic first aid and CPR certification.
6. All school bus drivers, permanent and substitute, will be required to undergo a driver's medical by the doctor of their choice in accordance with provincial regulations at the Division's expense.
7. Any school bus driver who has an incapacitation which may restrict his/her driving should notify the Transportation Director Services immediately who will then decide if a medical note is required to ensure continued driving.
8. Submit all required paperwork in a timely fashion. Monthly timesheets are due within 2 days after month end.
9. Plan to attend Annual Seminar, if possible.

### Safety Matters:

1. All rules and regulations of the *School Act*, Alberta Education Regulations, Commercial Vehicle Safety Regulations, Highway Traffic Act and National Safety Code, and the Clearview Public Schools' Transportation Handbook and Safety Program referring to the operation of school buses must be strictly adhered to.
2. All regular school bus drivers are required to ensure that at least four simulated emergency evacuations are carried out at the school under the supervision of a teacher, another school bus driver, or Clearview

employee Director of Transportation. These evacuations must be done in September, October and on at least two other occasions during the year at the discretion of the driver.

3. All regular and substitute school bus drivers will be expected to attend safety seminars and are paid to do so.
4. At all times while driving school buses, school bus drivers will wear seatbelts and drive with headlights and clearance lights on. The strobe light must be used whenever students are on board.
5. Never leave the bus unattended if the engine is running and students are on board.
6. Always follow the approved procedures for pick-ups and drop-offs (check if you are not sure).
7. Assist students with boarding and exiting and while crossing the street while bus is stopped.

#### Student Management:

1. It is the responsibility of the school bus driver to supervise the loading and unloading of students at all times.
2. School bus drivers should refrain from discussing with students any matter tending to create discord in the school and should treat all students with impartiality.
3. Resolve any conflicts promptly in a positive, respectful and proactive manner. School bus drivers are responsible for the discipline on their buses, but they may request assistance from the principal or the Director of Transportation if necessary. Driver's should refrain from discussing happenings on the bus with those not directly involved.
4. Treat all students fairly, equally and with respect.
5. Document problems in the diary provided - for your own protection.

#### Route Operation:

1. Each school bus driver will establish a schedule of pick-up and drop-off times and will inform students and parents. This schedule must be in written form and kept in the bus. Drivers should then ensure students adhere to scheduled times. Any ongoing issues with tardy students should be discussed with parents and administration promptly. Drivers should then not have to wait beyond that time for tardy students.
2. All regular school bus drivers will be required to assist the Director of Transportation with actual route measurements as requested and for use in verifying the Division's Transportation grant application. Advise if there are any additions to or deletions from your passenger lists as soon as they occur.
3. It is the bus driver's responsibility, in cooperation with school staff, parents and students themselves, to ensure that all ECS - Gr. 6 students are accounted for before departing from the school in the afternoon.
4. Follow route on map as agreed upon with the Director of Transportation. Read and interpret maps, where and when required.
5. Arrange for spare driver as and when needed, notifying the Director of Transportation or Transportation Coordinator. He/she must be sure that the driver has been approved by Clearview Public Schools.

#### Vehicle Operation:

1. Cleanliness of the bus, both interior and exterior is the responsibility of the school bus driver.
2. School bus drivers must make a daily pre-trip inspection of their bus as outlined in the 'S' Endorsement

Program to ensure that their vehicles are roadworthy. Report any bus malfunctions or needed repairs. All major repairs should be done at the appropriate bus shop unless otherwise authorized by the Bus Shop Mechanic or Director of Transportation. School bus drivers are to bring in their buses to the appropriate bus shop during July and August at the discretion of the bus shop mechanic. All school bus drivers will work cooperatively with Mechanics to ensure compliance under the *National Safety Code* requirements.

Other duties as assigned.

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#### Qualifications

- Possess a Valid Class 1 or 2 Driver's License, including a School Bus Driver's "S" Endorsement.
- Ability to complete a Criminal Record Check (CPIC – Vulnerable Sector).
- Good driver's abstract, with no more than 3 demerits.
- Excellent driving skills and habits.
- Ability to remain attentive when faced with distractions.
- Ability to read and interpret maps.
- First Aid certificate is considered an asset.
- Enjoys working with children.

#### Pay Classification:

- School Bus Driver.

#### Growth Objectives and Evaluation:

- Performance of this position will be evaluated and monitored by the Director of Transportation Services and/or Transportation Services Coordinator. Drivers will work cooperatively to ensure compliance.

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## Position Description

<b>Position Title:</b>	Director of Facilities
<b>Department:</b>	Facilities Services
<b>Immediate Supervisor:</b>	Secretary-Treasurer
<b>Direct Report(s):</b>	Maintenance Worker - Journeyman, Custodian
<b>Date Prepared/Revised:</b>	January 2022

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The Director of Facilities is responsible for the coordination of maintenance and custodial services in the Division, the coordination of facility projects (new construction and renovations) as required, and the supervision of the Division's maintenance and custodial staff. The Director of Facilities is directly responsible to the Secretary-Treasurer.

### General Responsibilities:

#### Annual Operating Budget:

1. Estimating expenditures for facility maintenance.
2. Estimating revenue for facility maintenance.
3. Administration budget in this area.

#### Custodial Services:

1. In partnership with School Administrators, assist with the recruitment and training of custodial staff, both division employees and contracted staff.
2. Supplies and Equipment:
  - 1.1 Purchase of regular supplies and specialized equipment.
  - 1.2 Stock control.

#### Personnel:

1. Overseeing work of Maintenance and Caretaking staff.
2. Allocating jobs on priority basis.
3. Maintaining regular contact with maintenance staff and school Principal
4. Purchasing.
5. Training of staff where appropriate in general practices.

Facilities: (School buildings, playgrounds and associated equipment)

1. Submission of recommendations to the Board, through the Secretary-Treasurer, and to School Buildings Board, Alberta Education.
2. Project financing.
3. Final claims.
4. Recommends Contracting Specialized Services i.e. Architects, roofing, heating.

New Construction:

1. Assists Superintendent and Secretary-Treasurer in assessing needs for the Division.
2. Assists with specifications in conjunction with Architect, Secretary-Treasurer and Principals.
3. Assist with financial plan in conjunction with Alberta Education and Secretary-Treasurer.
4. Develop submissions in accordance with procedural guidelines.
5. Present to Secretary-Treasurer and Board for approval.
6. Assists Superintendent, Secretary-Treasurer and Board in Architect/Engineer selections.

Other:

1. Attendance at appropriate workshops, seminars, conventions and meetings.
2. Is a member of the Council of Education Facility Planners.

General:

1. Other duties as assigned by the Secretary-Treasurer.

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Qualifications:

- Well-developed interpersonal, organizational, communication and public relations skills.
- Basic Working knowledge of computers.
- Experience in school building design, new construction, renovations and maintenance.
- Holds a licensed journeyman certification.

Pay Classification:

- Employment Contract.

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Secretary-Treasurer.

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## Position Description

**Position Title:** Maintenance Worker - Journeyman  
**Department:** Facilities Services  
**Immediate Supervisor:** Director of Facilities  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Maintenance Worker – Journeyman is responsible for the maintenance of buildings, mechanical systems, building equipment and grounds and is expected to develop preventative maintenance procedures to decrease the operational expenses of the Division. The Maintenance Worker – Journeyman will have a journeyman ticket and it is expected to expand their duties in that area when requested to do so by the Director of Maintenance.

### General Responsibilities:

1. Respond to trouble calls and restore equipment or building to normal operation.
2. Make judgment calls on repair or replacement of building components and equipment.
3. Periodically check, adjust, lubricate, clean, test and otherwise service all equipment and record work and repairs done for future reference.
4. Keep windows and doors functioning efficiently.
5. Replace or repair flooring and other building components.
6. Maintain electrical, plumbing, mechanical and/or security systems.
7. Provide expertise in decision making process for long range planning by the Director of Maintenance and Custodial Services.
8. May be asked to do minor upgrade jobs.
9. Conducts project review and planning.
10. Reviews blueprints and specifications: ensures drawings and specifications will function as designed in environment intended for use.
11. Provides material take-offs for electrical facilities equipment requirements.
12. Installs, troubleshoots, repairs and maintains electrical control circuits for motors and control devices for various electrical devices.
13. Proposes changes or modifications to plans to enhance operation and efficiency of systems plans and specifications for sanitation facilities.
14. Provides technical Assistance/Emergency Response of existing facilities electrical systems.
15. Tend to the maintenance and preventative maintenance programs, including cleaning of all plumbing and gas equipment.
16. Maintain a supply of regularly used parts and filters in stock, ordering replenishment as necessary.
17. Submit orders for large parts to the Director of Maintenance and Custodial Services for approval.
18. Other duties as assigned by the Director of Maintenance and Custodial Services.

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Qualifications:

- Preferably Journeyman status in electrical or plumbing.
- Professional attitude along with excellent communication and interpersonal skills
- Valid Alberta Driver's License.
- Ability to work independently.
- Strong attention to detail.
- Able to work well under pressure.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Such other qualifications as the Division may find appropriate.

Pay Classification:

- Journeyman - Building Maintenance/Bus Shop Mechanics.

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Director of Facilities.

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## Position Description

<b>Position Title:</b>	Head Custodian
<b>Department:</b>	Support Services
<b>Immediate Supervisor:</b>	Director of Facilities
<b>Direct Report(s):</b>	Custodians
<b>Date Prepared/Revised:</b>	January 2022

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The Head Custodian is responsible for the supervision and training of caretakers in addition to caretaker's responsibilities of maintaining a safe and clean environment, including providing a liaison with the Principal and Director of Facilities. The Head Custodian is required to be in good physical condition as heavy lifting (up to 40 lbs.) and physically demanding tasks are required. The Head Custodian reports to the Director of Facilities.

### General Responsibilities:

Has all responsibilities of Custodian and in addition:

1. Assists maintenance with minor tasks (i.e. light bulb changing).
2. Assess and prioritizes cleaning of the school with other custodial staff.
3. Trains, supervises and schedules custodians.
4. Performs security checks, prepare time sheets, requisition and inventory equipment and materials.
5. Perform more complex maintenance tasks in relation to the safe operation of the school and carry out certain preventative maintenance tasks that do not require journeyman status.
6. Maintain close contact with the Director of Facilities and Principal, keeping them abreast of maintenance concerns/requests.
7. Snow removal.
8. Maintain records (daily/monthly/yearly CSD sheets).
9. Maintain a high quality of cleaning standards.
10. Monitor need for equipment maintenance and repair.
11. Responsible for proper inventory of materials and supplies. Accountable to administrators for custodial performance.
12. Monitors work quality, trains as needed.
13. Perform other related duties as assigned by the Director of Facilities.

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### Qualifications:

#### Education:

- Grade 12 Education.
- WHMIS Certificate.

- First Aid Certificate (desirable).
- Previous experience as a caretaker.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Basic knowledge of: cleaning equipment (floor washers, buffers, etc.).
- Good communication and interpersonal skills.
- Professional attitude.
- Work independently and shows initiative.
- Physical able to do normal duties.
- Ability to lifting to a maximum of 40 lbs is required.
- Supervisory experience preferred.

#### Technical Skills:

- Basic knowledge and operation of: hand and power tools; snow removal/ground maintenance equipment (i.e. snow blowers and tractors); cleaning equipment (floor washers, buffers, etc.); heating and ventilation equipment; plumbing and electrical, computerized controls and operations; and maintaining various types of floors (wax, hardwood, carpet, tile, etc.).

#### Interpersonal Skills:

- Ability to communicate in a professional manner with school administration and staff.
- Professional attitude.
- Supervisory skills.
- Work independently and shows initiative.

#### Pay Classification

- Head Custodian (Part of CUPE Local 4292).
- Head Custodian.

#### Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Director of Facilities.

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## Position Description

**Position Title:** Custodian  
**Department:** Support Services  
**Immediate Supervisor:** Head Custodian  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Custodian is responsible for providing and maintaining a safe and clean environment for the school and the community. This job requires the ability to move or lift heavy objects. The Custodian reports to the Head Custodian for job responsibilities and to the Director of Facilities for accountability and job performance.

### General Responsibilities:

1. Sweeps, mops, polishes, refinishes resilient floors, vacuums and shampoos carpeted areas, dumps garbage and recycle bins, performs all cleaning aspects of halls, offices, board rooms, restrooms, lunchroom and auditoriums as well as washing walls, lights, windows and window coverings.
  2. Cleans light fixtures and changes bulbs/tubes.
  3. Make minor repairs to the building fixtures and furniture.
  4. Dispose of school waste material.
  5. Prepare special areas for community use.
  6. Prepare the school for daily and community use and secure the building at the close of the day.
  7. Report acts of vandalism and potential safety or fire hazards and cleanup and repair within skill level.
  8. Perform security checks, prepare time sheets, requisition and inventory equipment and materials.
  9. Clean brushes, blackboards and whiteboards and dust.
  10. Locks or unlocks doors, turns lights on/off, generally patrols grounds.
  11. Maintains and/or has working knowledge of environmental safeguards and alarm systems.
  12. Prepares and sets up rooms or auditoriums for meetings, parties, or various other activities and cleans up afterwards.
  13. Perform general cleanup of all district office facilities.
  14. Perform other related duties as assigned by the employee's supervisor.
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### Qualifications:

- Grade 12 Education.
- WHMIS Certificate.
- First Aid Certificate (desirable).
- Previous experience as a caretaker.
- Basic knowledge of: cleaning equipment (floor washers, buffers, etc.).
- Good communication and interpersonal skills.

- Professional attitude.
- Work independently and shows initiative.
- Physical able to do normal duties.
- Ability to lifting to a maximum of 40 lbs is required.

Pay Classification:

- Custodian (Part of CUPE Local 4292).
- Custodian.

Growth Objectives and Evaluation:

- Performance of this job will be evaluated by the Head Custodian in cooperation with the Director of Facilities.

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## Position Description

**Position Title:** School Principal  
**Department:** School Based  
**Immediate Supervisor:** Superintendent of Schools  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Principal is regarded by the School Board as the educational leader of the school. The School Principal is responsible to the Superintendent of Schools for the implementation of the school program, for fostering conditions which will maximize learning, for the efficient use of physical and financial resources, and for the effective performance of personnel. Through careful management of the school, its resources and personnel, the Principal may build on the strengths of the school community, and seek constantly to improve its educational climate.

Whenever possible, decisions affecting the school should be made collaboratively in consultation with appropriate staff and the School Council, and a consensus reached. It is expected, however, that where a decision needs to be taken, the Principal will demonstrate appropriate leadership.

In addition to the requirement of Principals laid down under the *Education Act*, the following Responsibilities apply to Principals in this Division.

### General Responsibilities:

#### Superintendent

1. Provide all information required under the student evaluation policies.
2. Provide all information required on month-end and year-end reports.
3. Supervise and maintain a method of recording student attendance.
4. Work in close association with the Superintendent towards the general improvement of the educational system.
5. Discuss and submit information regarding school organization prior to the start of the new school year.
6. Attend all meetings called by the Superintendent.
7. Perform other related duties as assigned by the employee's supervisor.

#### Consultation and Collaboration

1. Determine the present and future educational needs of the school, and to develop short and long-range plans for meeting these needs in consultation with appropriate individuals or groups.

2. Develop and communicate a clear mission statement, philosophy, and mandate for the school in consultation with appropriate individuals or groups.
3. Work collaboratively with staff, the School Council, and, where appropriate, students to develop, implement and evaluate School Annual Education Plans that are aligned with the applicable goals in Alberta Education's Three-Year Business Plan, and Clearview School Division's Three-Year Education Plan.
4. Work collaboratively with staff, the School Council, and where appropriate, students to prepare Annual School Results Reports that describe the progress made by the school in achieving the outcomes identified.
5. Work collaboratively with bus drivers on matters concerning bus regulations, discipline, and emergency closures.

#### School - Community Relations:

1. Responsible for promoting the image of the school, and for informing parents and the community of aspects of the school which are important to them.
2. Maintain a close liaison with the School Council.
3. Responsible for the development and distribution of a school handbook which illustrates the major organizational aspects and regulations applicable to the school.
4. Responsible for organizing a system designed to notify parents of:
  - 4.1 students attendance/absences
  - 4.2 student progress
  - 4.3 student promotion
  - 4.4 student discipline
  - 4.5 any school-related problem which he/she feels might be hindering student Progress
  - 4.6 any emergency issue that impacts the normal functioning of the school

#### Budget:

1. Prepare the annual school budget for presentation to the Board In consultation with staff and the School Council.
2. Oversee the expenditure of the school budget in accordance with Divisional and school goals and priorities.
3. Make provision for the collection of all school fees, where appropriate.
4. Maintain appropriate records for the periodic auditing of school accounts.

#### Selection of Staff:

1. Expected to utilize effective recruitment practices, and consult with the Superintendent or designate on the selection of all new teaching staff in his/her school prior to their appointments.
2. Selection, evaluation, and supervision of school-based support staff shall be under the direct authority of the principal.

3. Collaborate with the Facilities Supervisor in the selection, evaluation and supervision of caretakers, as required.
4. Responsible to ensure that efforts are made to hire qualified substitute teachers, as required, from the approved Substitute Teacher list. (Our teachers find their own subs based on the approved sub list that Clearview generates).

#### Vice-Principal:

1. Ensure that the Vice-principal (where applicable) is cognizant of all aspects of the school's operation.
2. May delegate responsibilities to the Vice-principal and inform all affected parties of these duties.
3. Responsible for the evaluation of the Vice Principal.

#### Teachers:

1. Bring to the attention and ensure the observance by the teachers, of all policies, regulations, bulletins, and notices issued under the authority of Alberta Education, the Board of Education and Superintendent.
2. Monitor the instructional plans of teachers.
3. Prepare and provide instructional and supervision schedules for all staff members.
4. Provide for a staff meeting at least once per month to deal with matters concerning the successful operation of the school.
5. Prescribe the duties of the staff.
6. Encourage teachers to maintain and demonstrate an exemplary standard of conduct as outlined in the Code of Professional Conduct.
7. Make every reasonable attempt to have at least two staff members in each school with current training in first aid.

#### School Support Staff:

1. The school Support Staff are under the direct authority of the Principal.

#### Students:

1. The principal may suspend from school any pupil who is found to be guilty of open opposition to authority, habitual neglect of duty, the use of profane language or improper language, who violates policy on alcohol and drug abuse, or other conduct which is injurious to the moral tone or well-being of the school (as outlined in the Alberta School Act / Education Act). Any such action shall be immediately reported to the Superintendent in writing.
2. The principal is responsible for approving student marks as determined by the teacher.
3. The principal has overall responsibility for the promotion and retention of all students in accordance with Divisional policy.
4. Prepare students for emergencies by practicing evacuation, lockdown, or other drills in accordance with provincial regulations.

#### Trustee Interactions:

1. The purpose of these meetings shall be primarily for the exchange of information, and shall be conducted in a professional manner.

Alberta Education Relations:

1. Responsible for the detailed organization of the school in accordance with the provisions of the *Education Act*, and the regulations set down by Alberta Education, and for the submission of all information as and when required.

Facilities:

1. Ensure that the school plant is ready for operation.
2. Responsible for the general condition of the school facilities on a day-to-day basis. Any defective equipment or any condition which the Principal considers to be unusual or dangerous should be reported to the Facilities Supervisor.
3. Submit all requests for school repair and maintenance on the appropriate form. In most cases this form will be submitted prior to the work being done.(Public School Works)
4. Responsible to ensure that satisfactory janitorial services are available in the school, in accordance with Board policy. Principals are expected to bring to the attention of the Facilities Supervisor and/or the Secretary-Treasurer any deficiencies in this regard.
5. Arrange for the purchase of, or requisition all necessary repairs, supplies, and equipment on prescribed forms.
6. Make certain that no advertisement, other than the statutory notices of public meetings, are posted on school premises, or distributed to students, unless approved by the Board or school administration.
7. Provide for the rental of school facilities and equipment in accordance with Board policy.
8. Arrange for inventories as required.

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Qualifications:

- Alberta Teacher's Certificate.
- Master's Degree in an area related to education preferred.
- Five years of successful classroom teaching experience.

General Pay Classification:

- Employment Contract (part of Alberta Teachers Association Local 33).

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Superintendent.

**Disclaimer:** *This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do*

*this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.*

## Position Description

**Position Title:** Vice Principal  
**Department:** School Based  
**Immediate Supervisor:** Principal  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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One of the primary functions of the position of Vice Principal is to afford professionals with the opportunity to obtain hands-on experience in school administration, as part of the preparation for school leadership.

The Vice Principal should be considered as an important part of the school's administrative team who assists the Principal in ensuring and safeguarding the smooth, efficient operation of the school under their care and control, according to the provisions of the *Education Act* and the direction of the Superintendent of Schools or designate.

### General Responsibilities:

1. All Vice Principal positions shall be employees of Clearview Public Schools, designated to a specific school for a fixed term.
  2. Vice Principals are appointed by the Superintendent of Schools or designate to three year terms. The first year of all contracts is probationary.
  3. Terms may be renewed. However, when suitable administrative positions become vacant in the Division, Vice Principals are encouraged to apply for them, or consider returning to regular classroom teaching.
  4. Specific duties of the Vice Principal shall be decided mutually through consultation between the Vice Principal and the Principal.
  5. During the term appointment, Principals are expected to offer Vice Principals exposure to as many areas of administrative responsibility as possible. This may be accomplished through exposure to all areas of administration or through a cycle of experiences.
  6. The responsibilities of the Vice Principal for the current school year shall be conveyed to staff as early in the school year as possible.
  7. The evaluation of Vice Principals is the responsibility of the Principal, and will normally take place during the probationary year, in the final year of a term designation, or not less than once every three years.
  8. Perform other related duties as assigned by the employee's supervisor.
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### Qualifications:

- Alberta Teacher's Certificate.
- Holding or in pursuit of a Master's Degree in an area related to education preferred

- Five years of successful classroom teaching experience.

General Pay Classification:

- Employment Contract (part of Alberta Teachers Association Local 33).

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal.

***Disclaimer:*** This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.

## Position Description

**Position Title:** Teacher  
**Department:** School Based  
**Immediate Supervisor:** Principal  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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Teachers, in cooperation with the Board, Superintendent, and administrative staff, are expected to perform their duties as set out under the Education Act, Alberta Education Regulations, and policies, guidelines and procedures issued from time to time by the Board or its representatives.

The Board of Trustees views teaching duties as those professional tasks encountered by teachers in the course of their activities concerned with the instruction of students. The welfare of students and the maintenance of the positive educational climate in the school community are also considered to be an integral part of the teacher's role.

Teachers are expected to use professional judgment in determining appropriate educational activities to ensure that students have the opportunity to obtain the best educational growth of which they are capable. No specific methodologies are prescribed.

### General Responsibilities:

1. Teachers shall be responsible for being familiar with and upholding current legislation, and all policies, regulations and procedures of Alberta Education, the Board of Trustees, the Superintendent, and the Principal that pertain to duties of teachers.
2. Fulfill responsibilities as prescribed by the Education Act and related regulations, Board policies, administrative procedures, and school procedures.
3. Perform other related duties as assigned by the employee's supervisor.
4. In addition to the above, the following pertains to teachers employed by Clearview Public Schools.
  - 4.1. Presence in School:
    - 4.1.1. Teachers are expected to arrive at school at a time determined by the School Principal, at a time that ensures they are prepared for the school day.
    - 4.1.2. Teachers are expected to remain on the school premises at the end of the day until school buses have departed, except by mutual agreement with the Principal.
    - 4.1.3. Teachers shall not leave students in their charge unsupervised unless provision is made with another responsible person to supervise in the teacher's absence.

- 4.1.4. Teachers shall notify the Principal and Vice Principal as early as possible if they will not be present at school on that day. Teachers shall report absences and replacements through the online leave management system.
- 4.2. Curriculum and Planning:
  - 4.2.1. Teachers shall submit to the Principal timetables (created by administration for the teachers) and course outlines for subjects or courses which they are assigned to teach, within timelines established by the Principal.
  - 4.2.2. Teachers are expected to maintain on file, where applicable, unit plans which will be available to the administration upon request. It is expected that these unit plans will be prepared in advance of instruction, and that they will reflect the current curriculum and the specific needs of the students. In the process of monitoring, the Principal may require teachers to submit unit plans to the office.
  - 4.2.3. Teachers are expected to keep a plan book which outlines daily instruction plans prepared prior to commencement of the first call of the day.
  - 4.2.4. Teachers shall provide detailed plans for substitute teachers.
  - 4.2.5. Teachers are expected to submit properly completed forms, and return equipment, instructional aids, or any other property of the Board when required to do so by the Principal, Division Office, or Alberta Education.
  - 4.2.6. Teachers shall assist in processing accurate records, including attendance and student marks.
- 4.3. Extra-Curricular Activities and Educational Tours:
  - 4.3.1. The Division accepts that participation by a teacher in school-related extracurricular activities is voluntary.
  - 4.3.2. Teachers are encouraged to expand the educational opportunities for students through activities which will enhance the learning process.
  - 4.3.3. Teachers may make arrangements with the Principal for such activities in accordance with policies and administrative procedures.
  - 4.3.4. Teacher(s) coordinating out-of-school activities shall be in charge of supervision, and may organize supplementary supervision of students where necessary.
- 4.4. Student Attendance, Evaluation and Promotion:

It is the responsibility of teachers to:

  - 4.4.1. Assist in maintaining accurate records, including attendance and student marks.
  - 4.4.2. Report to parents or guardians each student's progress as outlined in board policy.
  - 4.4.3. Ensure that promotion and retention shall be conducted within the guidelines set out in board policy.
- 4.5. Accidents to Students:
  - 4.5.1. Teachers will report to the Principal or designate accidents incurred by students, in accordance with board policy. (Accident report filled out and kept on file at the school.)
- 4.6. Student Discipline:

- 4.6.1. Teachers are expected to practice consistent, fair and enforceable discipline.
- 4.6.2. Teachers will bring to the attention of the Principal or Vice Principal any student whose behavior warrants his or her removal from the classroom.
- 4.7. School and Classroom Responsibilities:
  - Teachers are Expected to:
    - 4.7.1. Promote interest in preservation, cleanliness, and tidiness of the school, school property, and grounds.
    - 4.7.2. Promote wise usage and care of school materials and equipment.
    - 4.7.3. Maintain the classroom in a manner that provides a good educational environment.
    - 4.7.4. Report any unsafe conditions or vandalism.
    - 4.7.5. Report to the Principal or Vice Principal any repairs or maintenance observed to be necessary (Public School Works).
    - 4.7.6. Attend all meetings related to the operation of the school called by the Principal, unless excused from doing so. Attendance shall be contingent on:
      - 4.7.6.1. Reasonable notice having been given by the Principal, and
      - 4.7.6.2. Meetings are scheduled during regular operational hours wherever possible.
    - 4.7.7. Assist with the supervision of students in the school, on the playground, and on other school activities.
    - 4.7.8. Collaborate with educational assistants, administrative assistants, and parent volunteers in the provision of services for students.
    - 4.7.9. Accept the assistance of parent volunteers to the extent that they provide a service which, in the teacher's professional judgment, is in the best interest of the students in the school.
- 4.8. Instructional Tasks:
  - 4.8.1. Perform instructional tasks assigned by the Principal consistent with the training and/or experiencing of the teacher.
  - 4.8.2. Registration meeting with new students (Outreach Teachers).
  - 4.8.3. Students' orientation to school and ADLC website and courses (Outreach Teachers).
  - 4.8.4. Guidance with course selections for graduation requirements (Outreach Teachers).
- 4.9. Student Services Personnel Responsibilities (Specific to WEHSSC):
  - 4.9.1. New Student Registration
  - 4.9.2. Student Timetable Changes
  - 4.9.3. Powerteacher Pro Setup
  - 4.9.4. Individual Program Plan Coordinator & Creator
  - 4.9.5. Post Secondary Guidance
  - 4.9.6. Scholarship Information
  - 4.9.7. Diploma & PAT Accommodations
  - 4.9.8. MyBlueprint Coordinator
  - 4.9.9. Teacher Handbook Creator and Maintenance
  - 4.9.10. County Option Coordinator
  - 4.9.11. Extra Duties From Administration

- 4.9.12. Part of Leadership Team
  - 4.9.13. Chromebook Management
  - 4.10. Teacher/Cafeteria Manager (WEHSSC only):
    - 4.10.1. Manage the school cafeteria under the direction of the principal, in charge of the inventory, ordering, menu planning and cafeteria service.
    - 4.10.2. Supervise the students working as part of the cafeteria service during lunch service and other times.
    - 4.10.3. Supervise any work experience students that may be assigned to do work experience in our cafeteria.
    - 4.10.4. Supervise any of our career transitions students that may be doing some work in our cafeteria.
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Qualifications:

- Alberta Teacher's Certificate.

General Pay Classification:

- Employment Contract (part of Alberta Teachers Association Local 33).

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal.

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## Position Description

**Position Title:** Substitute Teacher

**Department:** School Based

**Immediate Supervisor:**

**Direct Report(s):**

**Date Prepared/Revised:** January 2022

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In order to provide a continuous, well-directed educational program for students, the Board approves hiring the best-available substitute teachers in the absence of the regular classroom teacher.

### Guidelines:

1. The selection and deployment of substitute teachers within a particular school is the responsibility of the school principal or his/her designate.
2. Substitute teachers shall be paid in accordance with the prevailing Collective Agreement between the A.T.A. and the Division.
3. Substitutes should familiarize themselves with the curriculum for the various grade levels for which they seek employment.
4. Substitutes are expected to fit into the organization of the school when they arrive and to continue to work on activities which they find in progress. This may include the marking of examinations, the issuing of report cards and the preparation of monthly and annual reports as required.
5. Teachers employed as substitutes must conform as closely as possible to the established routine of the school and perform such extra duties as normally devolved upon the absent teacher.
6. It is expected that substitute teachers will exercise appropriate discipline, as defined by the Division, when dealing with student conduct / behaviour in the performance of their duties.
7. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Ethics of the Alberta Teachers' Association and the Teaching Quality Standard.
8. Substitute teachers are required to fill out forms providing detailing particulars of the period of substitution. The Principal will forward all signed substitute teacher reports to the Divisional Office at the end of each month.
9. Files on all substitute teachers will be maintained by the Divisional Office. Substitute teachers are required to file copies of credentials including a current Teacher Qualifications Service (TQS) credential, in the same manner as permanent staff.
10. Perform other related duties as assigned by the employee's supervisor.

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### Qualifications:

- Alberta Teacher's Certificate

General Pay Classification:

- Substitute Teacher (part of Alberta Teachers Association Local 33)

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal

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## Position Description

**Position Title:** School Administrative Assistant  
**Department:** School Based  
**Immediate Supervisor:** School Principal  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

The School Administrative Assistant coordinates and provides secretarial assistance to ensure the efficient operation of the school office in accordance with clearly defined individual school guidelines as defined by the School Principal.

### General Responsibilities:

Both challenging and rewarding, the position of school secretary is crucial to the smooth running of any school. The school secretary will:

1. Provide clerical and administrative support to the principal, vice principal and teaching staff as directed.
2. Ensure that the school operates in a consistently organized manner every day.
3. Act as liaison and effective communicator between the school, the community, and other internal and external stakeholders.
4. Coordinate appropriate documents for communication between schools and with the division office.
5. Maintain and oversee all record keeping for students.
6. Prepare monthly class/student enrolment reports for Principal as requested
7. Process daily attendance record keeping.
8. Adhere to rigorous student and staff confidentiality protocols in all circumstances.
9. Act as first point-of-contact to callers and visitors, relaying messages and transferring calls as appropriate.
10. Manage multi-line phone systems and public address systems.
11. Prepare and process petty cash, purchase orders, VISA expenses, accounts payable coding verification in Atrieve system, bank deposits, student fees and school generated funds in KEV system.
12. Administer teacher leaves and replacements in Atrieve system.
13. Perform general office duties such as answering telephone inquiries, filing, mail, spreadsheets, website maintenance, on a daily basis.
14. Ability to work with minimal direct supervision.
15. Provide various clerical services for teachers, administrators and students.
16. Provide assistance to staff with online expense claims and health spending account claims.
17. Prepare correspondence and newsletters.
18. Maintain the integrity of information systems, databases, and office files.
19. Prepare and circulate curriculum documents.
20. Arrange field trips - busing, bookings, etc.
21. Attend meetings; recording and distributing minutes.
22. Coordinate internal and external meetings appointments, events, workshops, seminars and special events including meeting resources and consumables.
23. Purchase departmental resources as directed by the Principal.

24. Maintain records with a high degree of accuracy.
25. Strong communication, interpersonal and organizational skills.
26. Work as part of a team and direct a team with facility and courtesy.
27. Work with frequent interruptions and ability to multi-task.
28. Operate various office equipment .
29. Mark submission (high school only).
30. Assist with Off Campus Education Program (high school only).
31. Assist with International Student Programming/Travel/Exchanges (high school only).
32. Other duties as assigned.

Required Knowledge, Abilities and Skills:

1. Knowledge of related office practices and procedures.
2. Knowledge of basic bookkeeping procedures.
3. Ability to maintain effective working relationships with staff members and deal courteously and tactfully with students and parents.
4. Ability to learn to operate equipment related to the work assigned.
5. Skill in typing/computer applications.
6. Inventory (ordering, storing, etc. of general supplies).

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Qualifications:

- High school diploma including or supplemented by courses in office computer applications, previous experience; or an equivalent combination of education and experience.
- Manage newsletters, websites, and other communications.
- Strong computer skills
  - KEV
  - Atrieve
  - School Messenger
  - Hour Zero
  - PublicSchoolWorks
  - PowerSchool
  - PASI
  - Google Applications
  - Microsoft Office
- Previous Experience in a school or educational setting.
- Previous Experience in a fast paced customer service environment.

Pay Classification:

- School Administrative Assistant

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal

***Disclaimer:*** This job description is a general outline of the essential duties and responsibilities performed by employees within this classification, and other duties may be assigned as required. The job description may not encompass a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Please note if duties and responsibilities change, the job description may be reviewed and subject to change.

## Position Description

**Position Title:** Learning Commons Assistant  
**Department:** School Based  
**Immediate Supervisor:** School Principal  
**Direct Report(s):**  
**Date Prepared/Revised:** January 2022

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The Learning Commons Assistant provides clerical support services and duties directly related to the operation of a school's library. The work requires the operation of standard library machines and equipment and familiarity with computer-based library operations. Working relationships with the school community and other library sources requires the exercise of tact and sound judgment in applying knowledge gained through experience. Supervision of students using the library may be a critical component of this position. The role of the Learning Commons Assistant is the responsibility of each School Principal and/or teacher/librarian (where appropriate). The position is subject to general supervision review.

### General Responsibilities:

#### Supervision/Assistance with Library Skills:

1. General supervision of students during library classes.
2. Provide assistance to students and teachers in gathering resources and information.
3. Make students aware of the print and non-print materials in the library.
4. Assist students with the development of library research skills.
5. Assist students in locating information or age appropriate reading materials.
6. Reading stories to students, particularly at the elementary level.
7. Showing films and videos to students, as directed by the classroom teacher.

#### Management, Organization and Maintenance:

1. An inventory should be completed annually to determine the percentage of library resources in the various sections for the purposes of deselecting (weeding), and purchasing of additional resources.
2. Consult with teachers regarding required library resources appropriate to the age and development level of students.
3. Assist with and/or purchase of materials and related resources.
4. Library resources should be ordered, processed and catalogued by the library clerk.
5. Be responsible for the procedure of signing out and return of library resources. Including dealing with late return or loss of such resources.
6. Shelf books which are returned or added to the library.

7. The space within the library should be kept organized and tidy to provide for things like displays, viewing and listening centers, reading areas, computer center, etc. Try to make the library a warm and interesting place for the students.
8. Provide assistance as required in budgetary planning for the purchasing of library resources. Accurate records should be provided for the maintenance of proper financial records of library resource purchases.
9. Where necessary look after the mending and repairing of books.
10. Organize book fairs to promote interest in reading and to add books to the collection.
11. Other administrative tasks such as filing of catalogues, sorting of mail, etc.

Other duties as assigned.

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Qualifications:

1. High school education, including or supplemented by courses in office/library computer applications.
2. Some previous experience working with students is an asset.
3. Library Assistant certification is highly desirable.

Pay Classification:

- Learning Commons Assistant

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal

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## Position Description

<b>Position Title:</b>	Educational Assistant
<b>Department:</b>	School Based
<b>Immediate Supervisor:</b>	Teacher
<b>Direct Report(s):</b>	Principal
<b>Date Prepared/Revised:</b>	January 2022

Educational Assistants (EA) help to deliver educational programs. The general duties of Educational Assistants are to support the teacher by providing assistance to students in the classroom. Educational Assistants are directly responsible to their supervising teachers and the school principal and must be flexible in adapting to changing work demands.

The teacher retains the responsibility for planning, instruction, supervision and evaluation of students.

### General Responsibilities:

Duties may include (It is implied that all duties below are directed by the teacher unless otherwise stated):

1. Providing support for all students in the classroom and school.
2. Implementing lesson and behavioural plans for students.
3. Participating with the Individual Program Plan (IPP) team in all phases of development, including but not limited to, preparing and procuring the appropriate resources as outlined in the Individual Program Plan.
4. Assisting and encouraging students to participate in learning activities.
5. To assist students who have physical and personal care needs.
6. Assisting students with life skills and/or developmental skills program(s), tutoring individuals and small groups of students in their educational experiences.
7. Assisting students with personal hygiene during the school day.
8. Administering oral tests (reader) or act as a scribe for students.
9. Supporting students to develop healthy relationships at school.
10. Supervising learning activities.
11. Reinforcing learning in small groups or with individuals, while the teacher works with other students.
12. Carrying out instructional programs designed by the teacher.
13. Accompanying classes on field trips in a supervisory capacity to support students.
14. Providing information to the teacher regarding student behaviour and progress for parent-teacher interviews and case conferences with professional consultants.
15. Assisting in the maintenance, monitoring and recording of student achievement and records.
16. Maintaining a file of anecdotal notes regarding the students he/she works with, as required.
17. Assisting with supervision of recess, lunch hour activities and busing related to boarding, de-boarding and transportation, as directed.

18. Assisting in preparation/production of instructional materials and modifications.
19. Participating in parent-teacher conferences and assist with parent communication when requested.
20. Attending professional development activities related to the needs of the students in the program with principal approval.
21. Perform such other duties and tasks as may be required due to the specialized nature of a student's particular education program.
22. Other duties as assigned.

#### Reporting Relationships

1. The Educational Assistant reports directly to and is evaluated by the School Principal with consultation with the Director of Inclusive Services.
2. The Educational Assistant works under the direction of specific teachers, who will assist in their evaluation.

#### Ethical Conduct

The Educational Assistant will:

1. Respect the confidentiality of the students, teachers, parents, and any or all agencies offering services, and refrain from discussing them outside the school situation.
2. Report questions or concerns to supervising teacher.
3. Maintain a professional manner in terms of conduct, attitude, dress, and self improvement.
4. Be positive about the school to the students and members of the community. Build confidence in other staff members and do not undermine them.
5. The Educational Assistant should only contact parents with prior approval and knowledge of the teacher. Requests for information on student progress, behaviour, etc. should be referred to the teacher.

#### A.T.A. Policy Regarding Education Assistants:

1. The purpose of Educational Assistants is to enable teachers to extend their professional service, thus facilitating the educational program.
2. The teacher has certain responsibilities such as: diagnosing learning needs of students, prescribing educational programs for students in accordance with those needs, implementing educational programs, evaluating the results of the educational process. The teacher cannot neglect or ethically delegate these responsibilities to an educational assistant.
3. Educational Assistants are responsible to the teacher(s) to whom they are assigned for all actions relating to students.
4. Development and assignment of duties of Educational Assistants are the responsibility of the Principal.
5. The assignment of an Educational Assistant must have the approval of the teacher to whom the assistant is assigned and such teacher shall determine the assistant's specific duties.

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#### Qualifications:

1. High school education with additional courses or experience in working with students.
2. Certification is highly desirable.

Pay Classification:

- Educational Assistant

Growth Objectives and Evaluation:

- Performance of this position will be evaluated by the Principal

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## Position Description

**Position Title:** Cafeteria Worker

**Department:** School Based

**Immediate Supervisor:**

**Direct Report(s):**

**Date Prepared/Revised:** January 2022

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The Cafeteria Worker is responsible for the overall day to day operations of the cafeteria and ensuring its success. The Cafeteria Worker reports to the school Principal and school Business Coordinator.

General Responsibilities:

Includes but is not limited to:

1. Managerial Duties:

- 1.1. Customer Relations.
- 1.2. Plan menus for regular cafeteria operations.
- 1.3. Order and receive supplies according to applicable accounting procedures.
- 1.4. See that equipment is in proper working order and arrange to have things fixed/replaced when needed.
- 1.5. Pick-up orders that can't be delivered.
- 1.6. Ensure the cafeteria meets all government standards and guidelines of a food service industry.
- 1.7. Supervise other cafeteria staff, set out their daily responsibilities and arrange schedules.
- 1.8. Arrange for substitute workers as needed.
- 1.9. Handle the cash floats (cash in and cash out counts).
- 1.10. Balance till receipts to cash on a daily basis.
- 1.11. Price items for sale.
- 1.12. Invoice for special food services.
- 1.13. Arrange to provide food services to outside groups if requested (tournaments, school activity days requiring food services).

2. Regular Duties:

- 2.1. Cooking and cleaning of cafeteria and kitchen area.
- 2.2. Serving customers.
- 2.3. Cash register.
- 2.4. Subject to program needs, may be assigned duties that are similar in nature to education assistants that involve the supervision of students.

Other duties as assigned

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**Qualifications:**

- Grade 12 diploma.
- Preferred minimum of 5 years' experience in the food industry in a cafeteria setting.
- Other qualifications that may be appropriate for the position.
- Food Sanitation and Hygiene License.

**Pay Classification:**

- Cafeteria Worker.

**Growth Objectives and Evaluation:**

- Performance of this position will be evaluated by the Principal.

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