



# CORPORATE SECRETARY

## ELK ISLAND PUBLIC SCHOOLS

Applications are invited for the position of Corporate Secretary for Elk Island Public Schools.

### The Division

A rapidly growing school division, Elk Island Public Schools serves approximately 16,700 students 42 schools in Sherwood Park, the City of Fort Saskatchewan, the Town of Vegreville, Strathcona and Lamont counties, and the western portion of the County of Minburn. Elk Island Public Schools provide a wide variety of programs, services, and resources to support student learning.

The division employs a staff of 1175 and has an annual operating budget of approximately \$191 million.

### The Position

The Corporate Secretary is directly responsible and accountable to the Superintendent and will work closely with the board and senior administration in fulfilling the statutory duties as set out in the School Act (Education Act).

The Corporate Secretary will engage with municipalities in regard to school lands and school sites, assumes responsibility for the preparation and execution of contracts, leases and agreements, arrange for safe keeping of all official records and documents, serves as the division's FOIP coordinator.

Guided by the division's mission, vision and priorities, the Corporate Secretary will:

- **Manage the efficient operation of the board, education and trustee committee meetings and provide detailed knowledge of governance practices and requirements**
  - Interprets legislation affecting the operation of the division, as directed by the Superintendent.
  - Arranges and provides notice of all board meetings, including committee and public meetings, as well as ensure accuracy of recording of board proceedings in minutes.
  - Processes correspondence for the board, including filing and archiving of information pertaining to the operation the division.
  - Ensures compliance with all necessary board by-laws and resolutions that require attention.
  - Demonstrates effective organizational skills resulting in compliance with all legal, ministerial and board mandates and timelines, and adherence to Superintendent directives.
- **Work to support the Board of Trustees and Superintendent in successfully fulfilling their roles**
  - Understands and appreciates boards of trustees and board governance.
  - Provides for the interpretation of legislation affecting the operation of the division, as directed by the Superintendent.
  - Ensures the maintenance, access and protection of records in accordance with the FOIPP Act and Regulations.

- In years of municipal elections, assumes duties of the Returning Officer.
- Contributes to a division culture which facilitates positive results, effectively handles emergencies, and supports crisis management efforts in a team-oriented, collaborative and cohesive fashion.

### ➤ Policy development

- Assists the board and Superintendent in the planning, development, implementation and evaluation of board policy within areas of responsibility.
- Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
- Ensures the application of board policy and administrative procedures as required in the performance of duties.

### ➤ Partnerships and community engagement

- Works cooperatively with municipal partners with respect to school lands and future school sites and joint elections, including arrangements for all necessary agreements to be put in place.
- Liaise with Alberta Education, Alberta Municipal Affairs, Alberta Infrastructure, and other governmental agencies as required.
- Assures open, transparent internal and external communications are developed and maintained to enhance community engagement initiatives including boundary reviews.
- Has a sound understanding of project management and infrastructure.

### The Candidate

The successful candidate will have experience in and a commitment to K-12 education, extensive knowledge of and experience with board governance, project management, strategic thinking and planning, team-building and providing leadership in a multi-faceted organization. The candidate will have a demonstrated commitment to excellence and continuous improvement and possess exemplary interpersonal, communication and conflict resolution skills

The candidate will hold a Bachelor's degree in a related field. A Masters of Business Administration or equivalent will be considered an asset.

### More Information

The division: [www.eips.ca](http://www.eips.ca)

### Applications

Interested applicants should email by noon, July 24, 2015 a cover letter, curriculum vitae and a list of three references (including a current supervisor), in a single PDF file to:

**Mr. Jim Gibbons**  
Alberta School Boards Association  
E: [jgibbons@asba.ab.ca](mailto:jgibbons@asba.ab.ca) P: 403.507.9522