



## Job Posting

**Position:** Executive Director (up to Full-Time)

**Organization:** Canadian School Boards Association (CSBA)

**Location:** To be determined, requiring ability to travel

**About the organization:** The Canadian School Boards Association (CSBA) consists of members from provincial school boards associations that represent just over 300 school boards, serving close to four million elementary and secondary school students across Canada. The CSBA advocates educational success for each and every student and promotes the value of locally elected school boards. We maximize our advocacy efforts on issues of shared importance through collaboration and information sharing among all educational partners across the country.

**Purpose of the position:** The Executive Director is responsible for executing the decisions of the Board of Directors, implementing and monitoring the strategic plan, and managing the day-to-day affairs and operations of the CSBA. The Executive Director is responsible for promotion and public relations within parameters and budget allocations approved by the Board of Directors, sharing of information among the provincial school board associations, and working together with a designated provincial host to organize an annual national congress.

**Reports to:** CSBA President through the Executive and Board of Directors

### **Key Responsibilities & Accountabilities:**

- Ensure support of and follow-up to priority setting, policy planning and organizational development based on the Strategic Plan developed by the Board of Directors;
- Support, implement, and coordinate the activities and policies of the CSBA as determined by the Board of Directors and outlined in the strategic plan;
- Facilitate the sharing, cooperation, and support amongst all member associations;
- Monitor and report on pertinent government and educational organization matters as to how they may affect member associations or the CSBA itself;
- Support the CSBA relationship with the Council of Ministers of Education Canada (CMEC) and any other organization as directed by the Board of Directors;

- Produce and disseminate CSBA communications including the management of the CSBA website, and social media;
- Manage the overall administration of the CSBA, including policies, procedures and operations, and the national office;
- Manage the finances of the association within the approved budget, authorize and ensure that all expenditures are in line with the CSBA expense policy, and prepare the annual audit;
- Manage all physical assets and property of the association;
- Ensure that the Board of Directors is fully informed of all operations of the association, working with the provincial Presidents and Executive Directors;
- Act as Secretary for the Board of Directors activities and meetings ensuring timely, accurate agendas, minutes, the development of Board packages, and tracking of motions and actions;
- Ensure a balance between managing the operations of the CSBA with promotion and public relations to build recognition at the national level, with the financial and management operations of the organization taking precedence over public relations;
- Carry out other tasks and duties as directed by the President and Vice President, and Board of Directors.

### **Required Qualifications**

- Demonstrated ability to lead and align strategic initiatives to the organizations strategic plan.
- Proven ability as a leader to foster and sustain a working environment that empowers staff to achieve positive results.
- Knowledge of business planning, accountability processes and risk management.
- Proven ability to communicate effectively and strategically collaborate with a diverse group of stakeholders with competing interests and needs.
- Experience managing fiscal, human, and information management resources.
- Bilingual is preferred.
- Indigenous language is considered an asset.
- Achievement of related post-secondary education required.

**In addition to the required qualifications, the selected candidate must demonstrate the following competencies:**

**Strategic Orientation** – translates strategic direction, vision, mission and values of the organization into effective and efficient strategies and policies.

**Building Organizational Community** – Actively supports cooperation and builds positive relationships with stakeholders and other member associations.

**Accountability** – Ensures timely decisions to move forward achievable goals with clear accountability for results, working independently much of the time.

**Innovation** – Seeks opportunities for creative and continuous improvement that involves collaborating with stakeholders.

**Indigenous Relations** – ability to work respectfully, knowledgeably and effectively with Indigenous people and with regards to Indigenous perspectives.

**Working Conditions:** - office, travel requirements, hours of work etc to be discussed.

**Application Guidelines:** Interested candidates should submit their cover letter and resume demonstrating how they meet the qualifications and competencies by email to **Darren McKee** at [DMcKee@saskschoolboards.ca](mailto:DMcKee@saskschoolboards.ca) no later than **August 20, 2018 by 4:30 pm**.

CSBA would like to thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

All applications will be kept confidential.

CSBA is committed to promoting equality of employment opportunity.