

## **Administrative Liaison, Superintendent of Education**

1 – Acting Position

### **Urban Indigenous Education Centre**

**Schedule II, Level 4**

**(Non-Union – 12 month)**

**\$63,386 - \$76,078**

**(It is anticipated that the Acting assignment will end on August 31, 2024)**

#### **The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.**

*Reporting to the System Superintendent of Indigenous Education, the Administrative Liaison – Superintendent of Education will provide administrative leadership in a team environment to the System Superintendent and will also act as key liaison with the Elders Council, Urban Indigenous Community Advisory Committee, Senior Team, Principals, Vice-Principals, central staff, school based staff, Trustees, parents and community members.*

*The Administrative Liaison will provide knowledge, support and training for office support staff in the Urban Indigenous Education Centre and will be the administrative contact for school support staff and administrators on operational matters across the system.*

#### **Summary of Duties:**

- Respond to calls from parents, principals, trustees, media, staff, other educators, members of the public and community in a timely manner;
- Support the Superintendent of Education in providing direction to schools to implement system initiatives and appropriate emergency/crisis response to provide appropriate decision-making communication support and referral;
- Relay information to principals on policy and emergent situations and respond to inquiries regarding Board policies and procedures and refer callers to appropriate Board staff and mediate some situations;
- Provide confidential administrative services regarding school-based employees, e.g., performance reviews, disciplinary issues, grievances, etc.;
- Liaise with Employee Services and other departments in resolving issues at the Learning Centre/department level (leaves, payroll, postings);
- Process excursion requests for compliance, completeness, and accuracy with respect to the TDSB's policy and procedures with special attention to student safety and liability issues;
- Formulate the Superintendent's/department budget; act as key contact for budget expenditures and monitor budget activity on an ongoing basis;
- Gather data, analyze and summarize reports including Annual Indigenous Education report, enrolment reports, school staff utilization reports, transfer of staff reports, professional development reports, site improvement allocation reports and safe schools reports and data;
- Provide confidential support in dealing with individual student issues (e.g., child abuse, suspensions, IPRCs, etc.);
- Compose, edit and prepare correspondence;
- Prepare and distribute information/agendas for meetings and record minutes of meetings as required;
- Co-ordinate meetings and appointments on behalf of the Superintendent including maintaining and updating calendar;
- Liaise and share information with the Ministry of Education, Indigenous Education office and other Board staff;
- Participate in leadership team meetings and ensure follow up on action items at those meetings;

- Manage, maintain office records, ensuring accuracy and appropriate cross-referencing as required;
- Manage relevant data and prepare ad-hoc and regular reports;
- Receive, track, forward, respond and or follow-up all incoming mail and prioritize written and verbal requests for the Superintendent's attention.
- Provide support/back-up to other Administrative Liaisons/department staff as required;
- Facilitate the purchasing of equipment and resources from the Superintendents/department budget;
- Manage and track purchases and expenditures using SAP;
- Ensure information is updated in a timely fashion utilizing HRIS (e.g. absences);
- Liaise with Safe Schools Department and issue alerts to the Superintendent on any emergency situation that may arise (e.g. lockdowns, threats, etc.);
- Provide training to Office Administrators, Principals and Vice-Principals related to system initiatives, policies, procedures and protocols;
- Implement and monitor system initiatives such as new budget building process and new data management (filing) systems;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

### **Qualifications:**

- Secondary school diploma plus one year additional course work in Business Administration including courses in computers, business writing and accounting with four years of progressively responsible administrative experience in a educational setting handling a broad range of administrative matters, including composing and editing correspondence, tracking and monitoring departmental budget and petty cash, taking and transcribing minutes and preparing agendas, etc., or an equivalent combination of education and experience;
- Proficient keyboarding and computer skills including word processing, spreadsheet and database applications, HR Payroll and Financial information systems, email and internet;
- Proven ability to communicate effectively (both orally and in writing) with staff, community, parents, students and external organizations;
- Proven ability to organize and co-ordinate a diverse number of projects;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Proven ability to deal with difficult situations and to take appropriate action in stressful or emergency situations according to Board policies and procedures;
- Knowledge and understanding of Board and departmental policies and procedures, Safe School Act, Ministry directives, Collective Agreements etc.;
- Demonstrated understanding and working knowledge of Anti-Indigenous Racism, Anti-Black Racism, Equity, Anti-Racism and Anti-Oppression
- Demonstrated commitment to maintaining a learning/working environment which actively promotes and supports the Seven Sacred Teachings and the diversities of First Nations, Métis and Inuit peoples and human rights
- In-depth knowledge of current educational issues in Indigenous Education, as well as TDSB and Ministry of Education and Training curriculum and assessment policies, documents, current research and best practices aligned with the Ontario First Nations, Métis, and Inuit Education Policy Framework; Decolonizing our Schools (Dr. Susan Dion);
- Strong commitment to the Reconciliation Commission of Canada: Calls to Action
- In-depth understanding of decolonizing and indigenizing education – reconciliation through education.
- In-depth knowledge of the impacts of colonization and residential schooling in Indigenous communities; knowledge of the Indian Act, The Constitution, Treaties, Scrip, Complexities of Identities, Cultural Appropriation and the UN Declaration on the Rights of Indigenous Peoples, Indigenous Sovereignty and Self Determination.
- Demonstrated ability to manage a budget
- Ability to provide leadership/direction/guidance to office support staff in schools;
- Demonstrated ability to prepare and present training/presentation materials;
- Proven ability to work under pressure in order to meet frequent deadlines;
- Proven ability to prepare accurate minutes, reports and summaries;
- Knowledge of records management programs and records-retention schedules;
- Proven ability in promoting equitable practices which value inclusiveness and diversity and
- Ability to take initiative.

**Special Requirements:**

- Must be available to work evenings and weekends sometimes with minimal or no notice.
- Occasional travel across TDSB.

**Location:** 16 Phin Avenue

**Work Year:** 12 months

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to: [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **SCH II- 23-0150NTE** in the subject line
3. Apply no later than 12:00 noon on **June 16, 2023**.

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.***

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***