

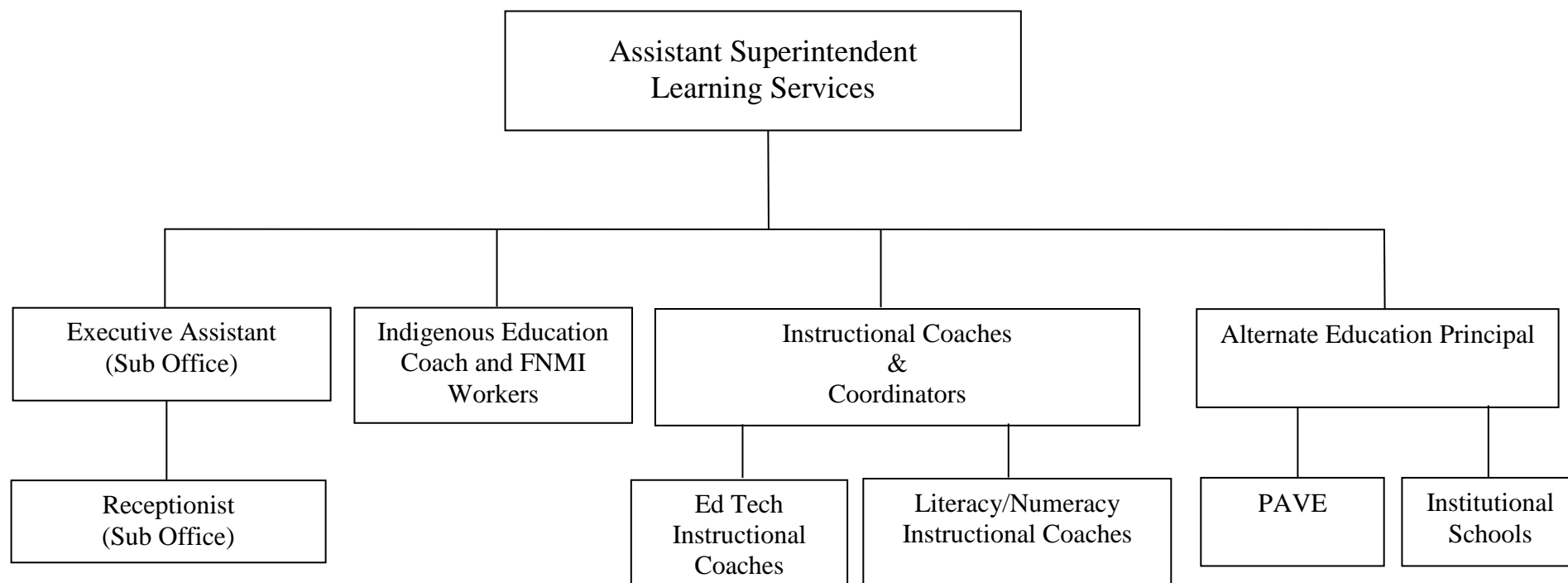
Position: Assistant Superintendent Learning Services

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of role in compliance with Occupational Health and Safety (OHS) standards and regulations
2. Curriculum and Instruction:
 - a) Coordinate the implementation of new curriculum and curriculum redesign
 - b) Liaise with Alberta Education regarding curriculum implementation and Department initiatives related to curriculum and instruction
 - c) Coordinate development and implementation of locally developed courses
 - d) Represent PWPSD interests in support of the Northwest Regional learning Consortium
3. Coordinate jurisdiction guidance programs – Off-Campus, Alternate Education etc.
4. Supervise the Instructional Coaches and Coordinators:
 - a) Support for coordinator
 - b) Prepare budgets and manage
 - c) Preparation of proposals and reports
 - d) Staffing allocation recruitment and hiring
5. Supervise Indigenous Education:
 - a) Support for Coordinator
 - b) Prepare budgets
 - c) School Program accountability
6. Organize and Implement Technology in System School and Supervise Ed Tech Coaches:
 - a) IT Department
 - b) School Information System
7. Support Superintendent in meeting Professional Development needs for teachers and support staff:
 - a) Collaborative Response Model
 - b) New Teacher Orientation
8. School Improvement:
 - a) Schools as assigned
 - b) Provincial Achievement examination analysis
 - c) Accountability pillar analysis
 - d) Review School Improvement Plans
 - e) Identify areas of concern and advise Principal
 - f) Prepare reports as necessary for the Superintendent and Board
9. Principal Selection:
 - a) Short listing and Interviewing
10. Principal Growth, Supervision and Evaluation:
 - a) Schools as assigned
 - b) Evaluation
11. Annual Education Planning:
 - a) Participate in the development of short and long-term goals
 - b) Assist with the development of a PWSPD vision

- c) Assist with the development, implementation, monitoring, reporting and evaluation of a strategic plan
- 12. Serve on various committees:
 - a) Chair – High School Admin Meeting
- 13. Carry out other such duties as may be assigned by the Superintendent with the exception of being engaged in teaching functions as referenced in the Teacher Membership Status Election Regulation and the Teaching Profession Act.



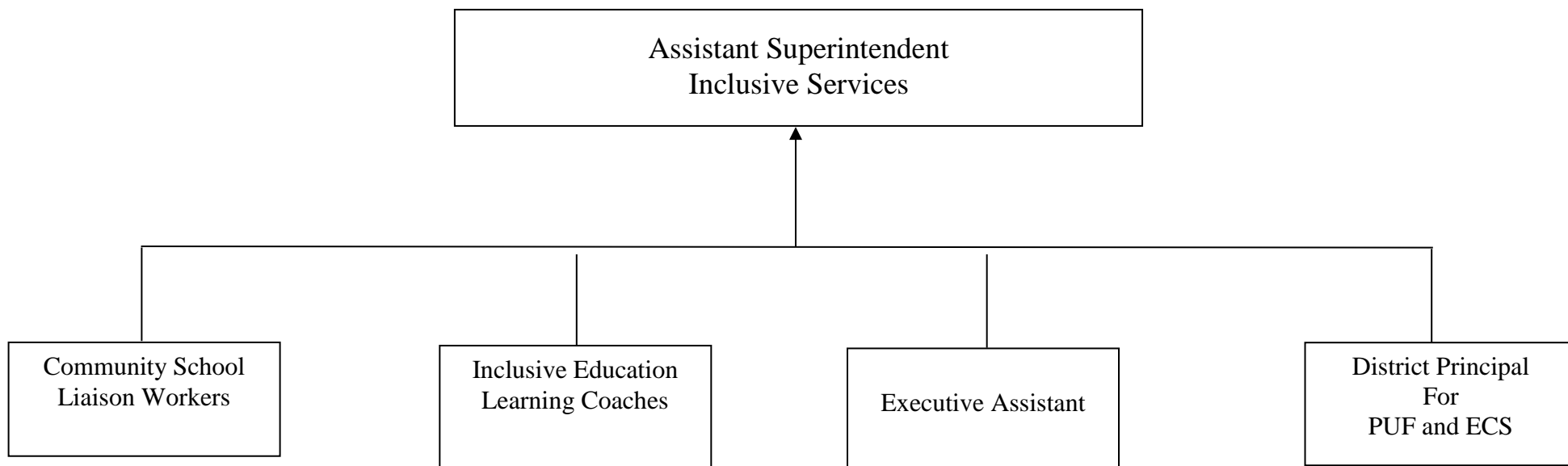
Position: Assistant Superintendent Inclusive Services

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations
2. Assist in the design of effective policies and operational procedures for Inclusive Education, including specialized supports and services:
 - a) Student identification and referral to special programs
 - b) Appropriate testing and assessment methods
 - c) Other identification criteria
 - d) Parental involvement and informed consent
 - e) Placement decisions, including entry and exit procedures
 - f) Documenting school program outlines
 - g) Placement guidelines to ensure benefit for students
 - h) File maintenance and updating
 - i) Program reporting and evaluation at school level
 - j) Individual program plan documentation
 - k) Transport of special education students
 - l) Consultative services and access to professional services
 - m) Allocation of teacher assistants for special needs programs
 - n) Appeal procedures
3. Coordinate programs as outlined in approved policies, guidelines and procedures:
 - a) Work with each school to examine program offerings, review and revise as necessary, and develop further program elements as resources and needs change
 - b) Recommend appropriate resources and equipment to properly and effectively support programs
 - c) Support ongoing consultation and advise teachers and school administration
 - d) Supervise coaches
 - e) Approve accommodations and exemptions for Diploma Exams and Provincial Achievement Tests
4. Supervise Early Childhood Services (ECS) programs:
 - a) Supervise the District Principal of ECS and PUF
 - b) Ensure all relevant grants and partnerships are pursued
 - c) Monitor the PUFF/ECS budget
 - d) Contracts for ECS/Kindergarten
 - e) Supervise the identification of children with special needs
 - f) Supervise placements for playschool aged children with local agencies
 - g) Assign and supervise Education Assistants
5. Indigenous / First Nations, Métis, and Inuit (FNMI):
 - a) Submission information and reporting
6. Family and Community Support Services (FCSS):
 - a) Support for coordinator
 - b) Prepare budgets
 - c) Staffing allocation recruitment and hiring

7. Approve technology to assist students with special needs in system schools
8. Determine and coordinate staff development needs in conjunction with administration, teachers, and outside agencies for Inclusive Education including teachers and support staff
9. Collaborate with schools, central office, and other Boards and agencies
 - a) Alberta Education
 - b) Other local jurisdictions
 - c) Specialized programs
 - d) Peace Country Regional Collaborative Services
 - e) Determine suitable placements and availability of programs
 - f) School Community Teams
10. Support Jurisdiction Health and Wellness
11. Provide central office administration with information preparing for the annual budget for Inclusive Education and ECS, and assist in monitoring expenditures in the following areas:
 - a) Assessment programs and services
 - b) School- based budgets for Inclusive Education
 - c) Tuition costs to the Board
 - d) Program unit funding
12. Provide ongoing Community Relations program:
 - a) Crisis management
 - b) Parental contacts
 - c) Public meetings and presentations
13. In accordance with the Program Evaluation Policy, evaluate, monitor, and prepare recommendations for administration and the Board regarding Inclusive Education programs:
 - a) Consider tuition fee costs vs. offering Board programs
 - b) Input on criteria for selecting Inclusive Education staff
 - c) Assist in preparation of Inclusive Education section of the Annual Education Report
14. Collaborate with Education Officers in the process of Principal growth, supervision and evaluation
15. School Improvement:
 - a) Schools as assigned
 - b) Diploma, Achievement and SLA examination analysis
 - c) Accountability pillar analysis
 - d) Review School Improvement Plans
 - e) Identify areas of concern and advise Principal
 - f) Prepare reports as necessary for the Superintendent and Board
16. Serve on various committees
17. Carry out other such duties as may be assigned by the Superintendent with the exception of being engaged in teaching functions as referenced in the Teacher Membership Status Election Regulation and the Teaching Profession Act.



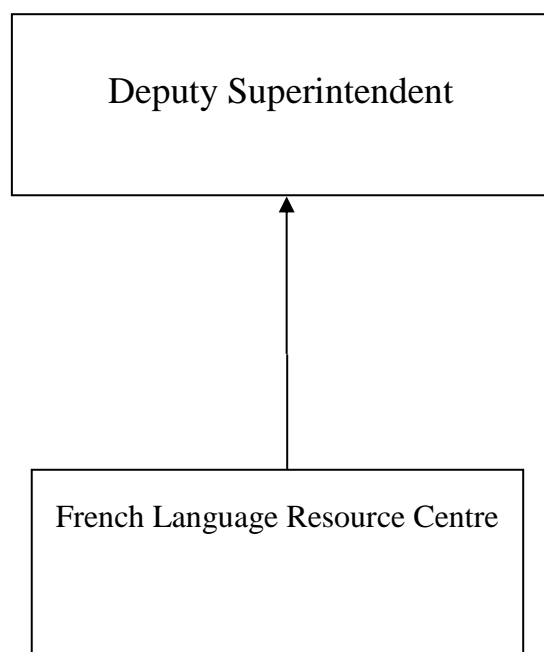
Position: Deputy Superintendent

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations
2. Professional Staffing:
 - a) Liaise with Admin Finance Committee on staffing formula
 - b) Provide information as requested to Corporate Treasurer to assist budget process
 - c) Review Site staffing allocations and determine adjustments
 - d) Ensure staffing contracts are appropriate for each Site
 - e) Recruitment
3. Accountability data collection and reporting:
 - a) Ensure surveys are completed
 - b) Ensure class size reporting is completed
 - c) Prepare documentation for Annual Education Results Report
 - d) Prepare reports as necessary for the Superintendent and Board
4. School Improvement:
 - a) Schools as assigned
 - b) Diploma and Achievement examination analysis
 - c) Accountability pillar analysis
 - d) Review School Improvement Plans
 - e) Identify areas of concern and advise Principal
 - f) Prepare reports as necessary for the Superintendent and Board
5. Principal selection:
 - a) Short listing and interviewing
 - b) Evaluation
6. Principal growth, supervision and evaluation :
 - a) Schools as assigned
7. Student Matters Committee:
 - a) Review student suspensions
 - b) Establish Student Matters Committee to consider recommendation for expulsion
 - c) Serve as central office representative on Student Matters Committee
8. Transportation Appeal Committee:
 - a) Serve as central office representative on Transportation Appeals Committee
9. Develop School Year calendars:
 - a) Develop draft calendar
 - b) Liaise with other jurisdictions
 - c) Solicit input from schools and staff
 - d) Prepare recommendation for Board
10. Budgeting:
 - a) Provide enrollment data
 - b) Determine professional staffing requirements

11. Fiscal and Capital Planning:
 - a) Provide support and guidance to Secretary Treasurer
 - b) Director of Facilities/School Utilization
12. Supervise the French Language Resource Centre:
 - a) Support for coordinator
 - b) Prepare budgets
 - c) Preparation of proposals and reports
 - d) Staffing allocation recruitment and hiring
13. Support the Superintendent in meeting Professional Development needs for teachers and support staff:
 - a) Mentorship Program for new Teachers.
14. Education Service Agreement
15. Carry out the duties as required as Attendance Officer as outlined in the School Act
16. Serve on various committees
17. Other duties as assigned by the Superintendent



Position: Corporate Secretary

Reports to: Secretary Treasurer and Superintendent

Responsibilities:

Work collaboratively with the Secretary-Treasurer and Superintendent and the Executive Team, the Board Chair and the Board Trustees and other applicable Peace Wapiti committees and groups to support the implementation of Peace Wapiti Public School Division's goals and strategic plans.

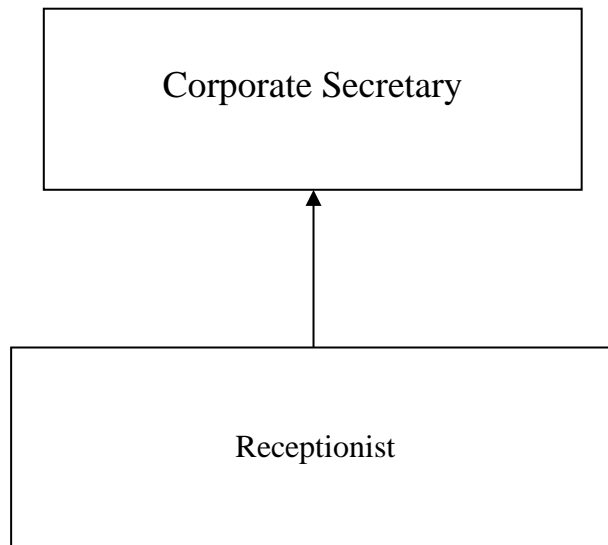
1. Ensure the right information is in the right place at the right time.
2. Develop, maintain and communicate internal procedures, administrative procedures and board policies, ensuring compliance with all applicable legislation.
3. Develop an annual timeline of reoccurring events and coordinate meeting schedules for various impacted groups including the Administrators, Executive Team, Board of Trustees and applicable committees to ensure all deadlines are met.
4. Coordinate the activities of the Board of Trustees including preparing and maintaining agendas, minutes, correspondence, reports, assist with Community Engagement etc.
5. Ensure completion of the obligations outlined in the *Education Act* assigned to the Secretary of the Board, including but not limited to a Sections 56-Student Records, 75-Oath of Office, 86-Disclosure of Information;
6. Coordinate Elections for School Board Trustees.
7. Develop, implement and maintain records management programs and services to ensure responsible use of information and information technology.
8. Serve as FOIP Coordinator for the School District.
9. Supervision of Receptionist.
10. Other duties as assigned by the Secretary-Treasurer or Superintendent.

Areas of Practice

Re: Association of School Business Official of Alberta – *Definition of Practice – 2013*

1. Administration
 - a.) Public Policy and Intergovernmental Relations
 - i.) Develop, interpret, evaluate and apply policy
 - b.) Legal Issue
 - i.) Review, analyze and apply statutory legislation
 - c.) Risk Management
 - i.) Implement a whistle blower policy
2. Human Resource Management
 - a.) Professional Growth
 - i.) Involve supervised staff in determining their PD needs
 - ii.) Attend appropriate PD opportunities
3. Planning and Evaluation
 - a.) Community Engagement
 - i.) Communicate results, findings and future action from Community Engagement

- ii.) Develop process to implement engagement into annual planning process of the organization
- 4. Communication
 - a.) General Communication
 - i.) Develop and use appropriate strategies to present information as requested to various stakeholders
 - b.) Social Media
 - i.) Apply social media to solve information problems and communicated digitally with users
 - ii.) Understand copyright, security and privacy legislation as it relates to use of social media sites
 - iii.) Develop acceptable use policies and practices for networking and social learning for staff and students
- 5. Technology Management
 - a.) Records and Information Management
 - i.) Support the plan, design, implementation and maintenance of records management programs and services
 - ii.) Ensure the development of a process to capture, collect and receive records from internal or external sources.
 - iii.) Ensure there is a system to design and apply classification schemes that ensures consistent methods of organizing, describing and accessing information.
 - iv.) Ensure the system provides access to information within established organizational policies, legal concerns, information and privacy legislation and copyright.
 - v.) Ensure a system is in place to store, preserve and protect information, including business resumption plans, and security systems for physical storage and electronic records.
 - vi.) Develop a records retention policy and schedule for appropriate retention and disposal of records.
 - vii.) Review and assess document management systems for the acquiring, creating and maintaining electronic records.
 - viii.) Specific understanding of privacy legislation, copy right, internal policies as it relates to collection, use, retention and disposal of personal, organizational or third party information.
 - b.) Privacy and Security
 - i.) Ensure that appropriate data security and privacy of records are maintained.
 - ii.) At minimum a working knowledge of FOIPP and related internal policies and procedures.
 - iii.) Ensure responsible use of information and information technology, including administrative, physical and technological security controls and role-based access
 - iv.) Develop breach and incident management protocols
 - v.) Evaluate risks and benefits of cloud computing services and review service providers agreements for compliance with privacy legislation



Position: Secretary Treasurer

Reports to: Superintendent

Responsibilities:

1. Board
 - a) Provide a corporate or business viewpoint to Board's deliberation of policy, especially issues related to financial management, risk management, labour management, capital planning, and statutory and contractual requirements.
 - b) Ensure necessary activities are undertaken to support external reporting and other external requirements.
2. Strategic Planning
 - a) Participate in the development of short and long term goals
 - b) Assist with the development and communication of a vision of the preferred future
 - c) Assist with the development, implementation, monitoring, reporting and evaluation of a strategic plan
3. Communications
 - a) Comprehend, assist in the development of and apply communication strategies and techniques for the jurisdiction
 - b) Understand the components of public information management and public relations
 - c) Understand the major constituencies within the authority
 - d) Develop and use appropriate presentation skills/strategies to present funding issues, risk management concerns and financial data as required to various stakeholders
4. Advise, support and communicate with Principals, the Executive and Superintendent on any issues or initiatives that may impact their areas of responsibility as identified by me or requested by them
5. Minimize, as much as possible, the time impact of corporate issues and reporting on classroom instructional delivery while ensuring as much as possible that business processes protect students, staff and property.
6. Administration
 - a) Organization and Administration
 - i) Motivate, delegate, plan and allocate appropriate resources and personnel
 - ii) Problem solve, make decisions, adapt to and advocate for change when it will improve the efficiency and/or effectiveness of business process or to stay current with the business process environment
 - iii) Collect, analyze and evaluate information
 - iv) Communicate
 - b) Public Policy and Intergovernmental Relations
 - i) Interpret, evaluate and apply procedures or policies related to all relevant authorities and their regulatory and reporting requirements
 - ii) Understand roles and influences of special interest groups

- iii) Understand and analyze the political and legislative and administrative processes and/or requirements of the provincial government, Alberta Education, other school authorities and municipalities as they relate to our Division
 - c) Professional Development
 - i) Identify and evaluate professional development needs related to corporate requirements for staff involved in supporting corporate requirements
 - ii) Involve staff in determining their professional development needs and evaluating the professional development provided
 - iii) Attend appropriate personal and professional development opportunities
 - d) Recognize and promote standards of ethical performance behavior and professional conduct as required for Division operation
 - e) Maintain currency of management theory and leadership styles
7. Financial Resource Management
- a) Accounting, Auditing and Financial Reporting
 - i) Annual preparation, presentation and submission of audited financial statements as required by the *Education Act*
 - (a) Coordinate and support with auditor and Audit Committee
 - (b) Coordinate auditor selection process every 5 years
 - (c) Preparation of public presentation documents
 - (d) Coordinate staff involvement in Audited Financial Statement (AFS) preparation
 - (e) Coordinate staff involvement in annual internal audit process
 - ii) Ensure and verify that accounting processes comply with professional standards required by Board policies and procedures, Alberta Auditor General and Alberta Education
 - iii) Establish and verify compliance with finance-related legal and contractual provisions
 - iv) Prepare, analyze and report financial statements and supporting discussion documents to the Board throughout the fiscal year
 - v) Prepare a corrective action plan from the information conveyed in the annual audit report and management letter to improve financial tracking and reporting and internal controls and guide the implementation of the plan
 - vi) Apply concepts and standards of accounting relevant to the Districts location
 - vii) Adhere to the accounting standards-setting governing body and prepare financial statements in accordance with the most current standards issued by such body
 - b) Technology for School Finance Operations
 - i) Keep current with technology applications and programs
 - ii) Ensure that hardware and software for accounting functions are efficient and effective and coordinate replacement or updating as required
 - iii) Ensure that staff who are involved in accounting process have sufficient training and qualifications to adequately perform their accounting duties within Board policy, established procedures and Auditor General and Alberta Education guidelines
 - c) Budgeting and Financial Reporting

- i) Preparation of budget statements for Alberta Education as required
 - ii) Coordinate and support the Principals, Executive team, Administration Finance Committee and Board in budget and financial system decision making
 - iii) Forecast anticipated revenues and expenditures by program
 - iv) Identify and apply budget analysis and control
 - v) Apply legal requirement for budget adoption
 - vi) Recognize and explain external influences
 - vii) Recognize and analyze significant social, demographic and economic changes that may impact the Division financial plan
 - viii) Ensure assumptions are detailed and understood and explain the impact when assumptions do not match reality
 - ix) Communicate the relationship between programs, revenues and appropriations of the school district to stakeholders
- d) Cash Management, Investments and Debt Management
 - i) Ensure that cash flow is adequate for Board operational requirement
 - ii) Investment of cash surplus to ongoing requirements
 - iii) Line of credit by-law to be prepared if required
 - iv) Coordinate bank selection process every 5 years
 - v) Understand and comply with legal constraints for cash collection and disbursement
 - vi) Understand the risk of various investment options and debt financing instruments
 - vii) Prepare cash forecasting and flow analysis as required
 - viii) Analyze internal transfers and loans
- e) Principles of Finance
 - i) Apply economic and financial theory
 - ii) Recognize and forecast all sources of revenue
 - iii) Interpret the provincial funding model and analyze the impact of change
 - iv) Identify and evaluate all expenditures
 - v) Explore alternative and innovative revenue sources
- f) Purchasing
 - i) Apply generally accepted practices and procedures in the purchasing process and general oversight over school division purchases
- g) Supply and Fixed Asset Management
 - i) Develop and maintain a system to manage and track fixed asset inventory
 - ii) Develop and maintain a system to track capital assets
- 8. Real Estate Management
 - a) Develop procedures for the acquisition and disposal of land and buildings
 - b) Coordinate with government agencies regarding zoning, land use and other real estate issues
 - c) Adhere to real estate management regulations policies and procedures
 - d) Negotiate and coordinate development of lease and sale agreements
- 9. Risk Management
 - a) Identify, evaluate and communicate potential risks
 - b) Identify and evaluate alternative methods for managing and mitigating risk

- c) Assess risk management programs and recommend needed changes
- d) Adhere to legal requirements for insurance
- e) OHS
 - i) Ensure that administrative support for complete OHS program and OHS advisory committee are in place
 - ii) Review crisis response plan annually.
 - iii) Support Principals in delivery of OHS message at schools
 - iv) Set up and maintain a system to support the documentary requirements of a complete OHS program

10. Facility Planning and Construction

- a) Support the planning to develop a long range facility plan
- b) Have a working knowledge of funding sources and issues relating to facility construction.

11. Management Information Systems

- a) Direct or develop management information systems
- b) Apply current technology to the storage, security, analysis and communication of data
- c) Evaluate the cost benefit of information in relation to organizational value
- d) Support development of a records management system that complies with legal requirements
- e) Support student information system implementation and operation
- f) Develop databases that facilitates decision making
- g) Assist and coordinate the gathering and reporting of information for statutory reports
- h) Maintain the historical record archive
- i) Assist with the development, evaluation, implementation and use of technology in areas of responsibility
- j) Direct or develop plans for internet use
- k) Assist with long range technology planning
- l) Promote and assist with technology training
- m) Allocate financial resources and develop specifications pertaining to the purchase of applicable technology

12. Contracts and Agreements

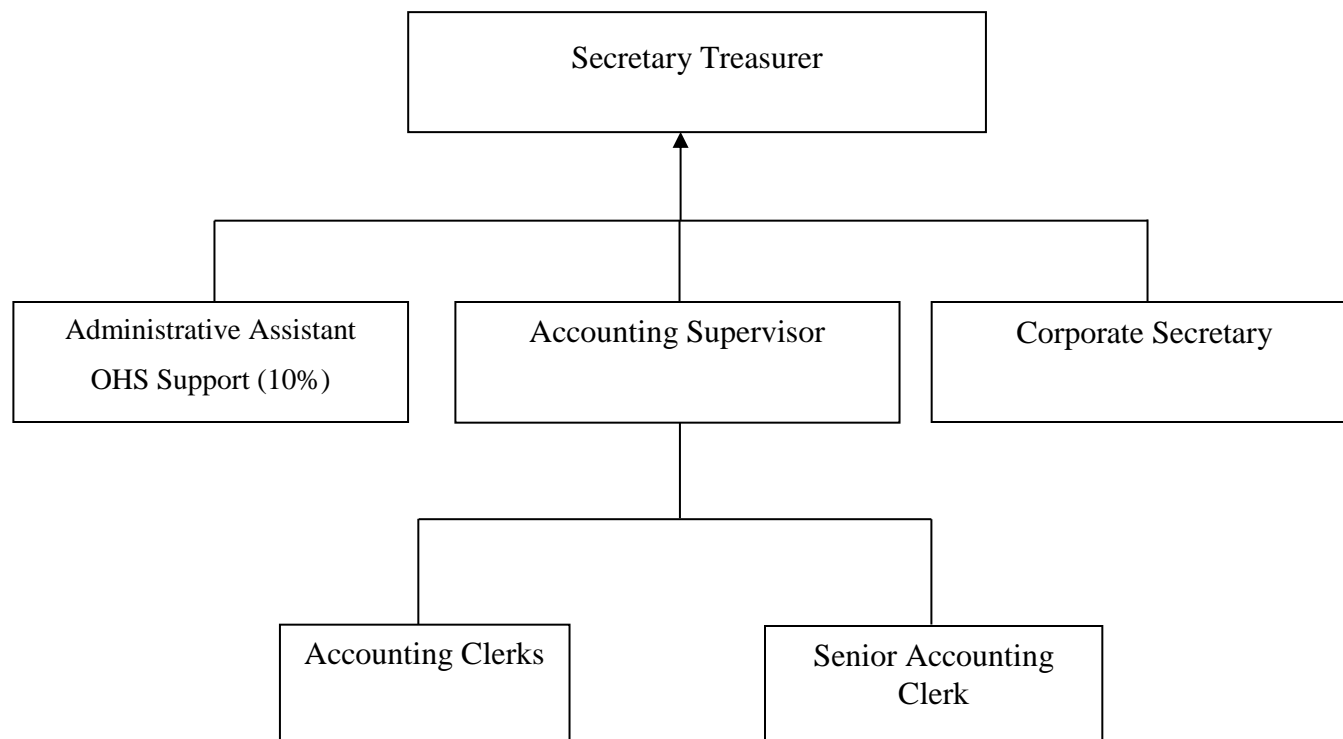
- a) Develop and maintain a system to ensure that contractual obligations are met
- b) Review contracts for clarity and understanding of terms
- c) Develop process for contract approval for various levels of responsibility

13. Transportation

- a) Support a transportation program that adheres to all legal requirements
- b) Assist with grant applications and data relationships between Student Information Systems (SIS) and transportation system

14. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations

15. Other duties as assigned or needed.



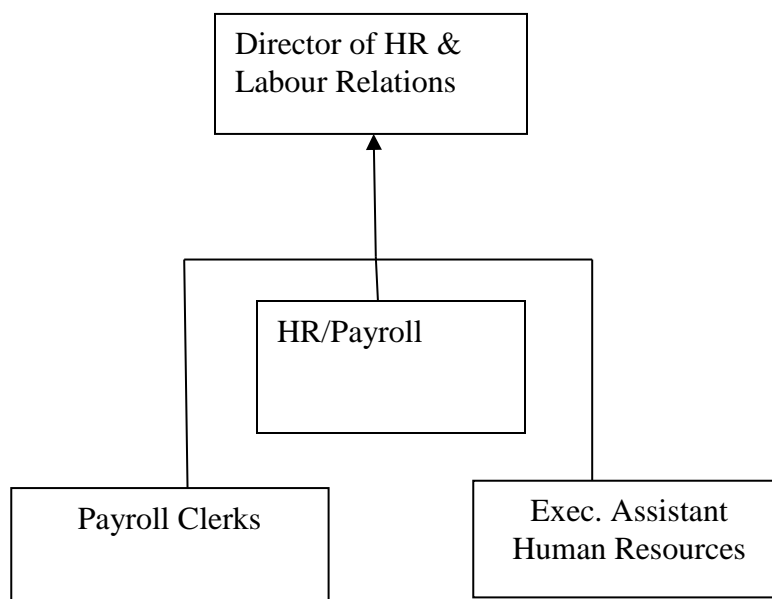
Position: Director of Human Resource and Labour Relations

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Human Resources(HR)
 - a) Compliance of 'HR' practices within the guidelines, legislation, regulations and reporting requirements of the federal and provincial governments, (including but not limited to: Freedom of Information and Protection of Privacy (FOIP) and Human Rights Legislation, Workers Compensation Board (WCB), Local Authority Pension Plan (LAPP), Alberta Teachers Retirement Fund (ATRF), Alberta School Employees Benefit Plan (ASEBP), and any other benefit plan providers.
 - b) Establish timelines and procedures for all 'HR' functions including:
 - c) Advertising for all vacancies
 - d) Processing of all offers and acceptances of employment
 - e) Processing of changes to contracts of employment
 - f) Processing of payroll and benefits for all employees.
 - g) The provision of liaison between employees and benefit providers.
 - h) Serve as consultant for staff planning and assignments.
 - i) The supervision and training of 'HR' clerical staff.
 - j) Establish and maintain accurate and complete personnel records system.
 - k) Maintain security and confidentiality of all 'HR' documents and employee files.
 - l) Consultant to the Board, supervisory staff and employees regarding Labour Relation issues, communications with staff.
 - m) Recommending to the Executive Team required/recommended changes to computer software/hardware, board policies and procedures.
 - n) The implementation of audit recommendations, policy changes, etc. into HR functions and processes.
3. Payroll
 - a) Ensure compliance of all payroll, benefit and pension processing and reporting.
 - b) Tracking of Year to Date (YTD) and historical payroll and benefits data.
 - c) Preparation of reports and costing schedules for statistics, analysis, budget and accounting.
 - d) Preparation and reconciliation of payroll, benefits and pension data for audit purposes.
 - e) Communications of pay and benefit information to employees.
 - f) Processing and approval of monthly payroll for all PWPSD staff and Board.
4. Administration of Collective Agreements
 - a) Consultant and advisor to the Board as necessary, as it carries out its collective bargaining responsibilities, maintaining an accurate record of the proceedings.
 - b) Ensure that the obligations of the Board and its employees, as set forth in the Collective Agreement, are met.

- c) Application and administration of collective agreements, personnel policies and employment contracts.
 - d) Process and respond to all employee on policy grievances. Schedule and conduct grievance hearings.
 - e) Report to the on all labor arbitration proceedings.
- 5. Supervisory
 - a) Direct supervision of Payroll and HR staff
- 6. Other duties as assigned.



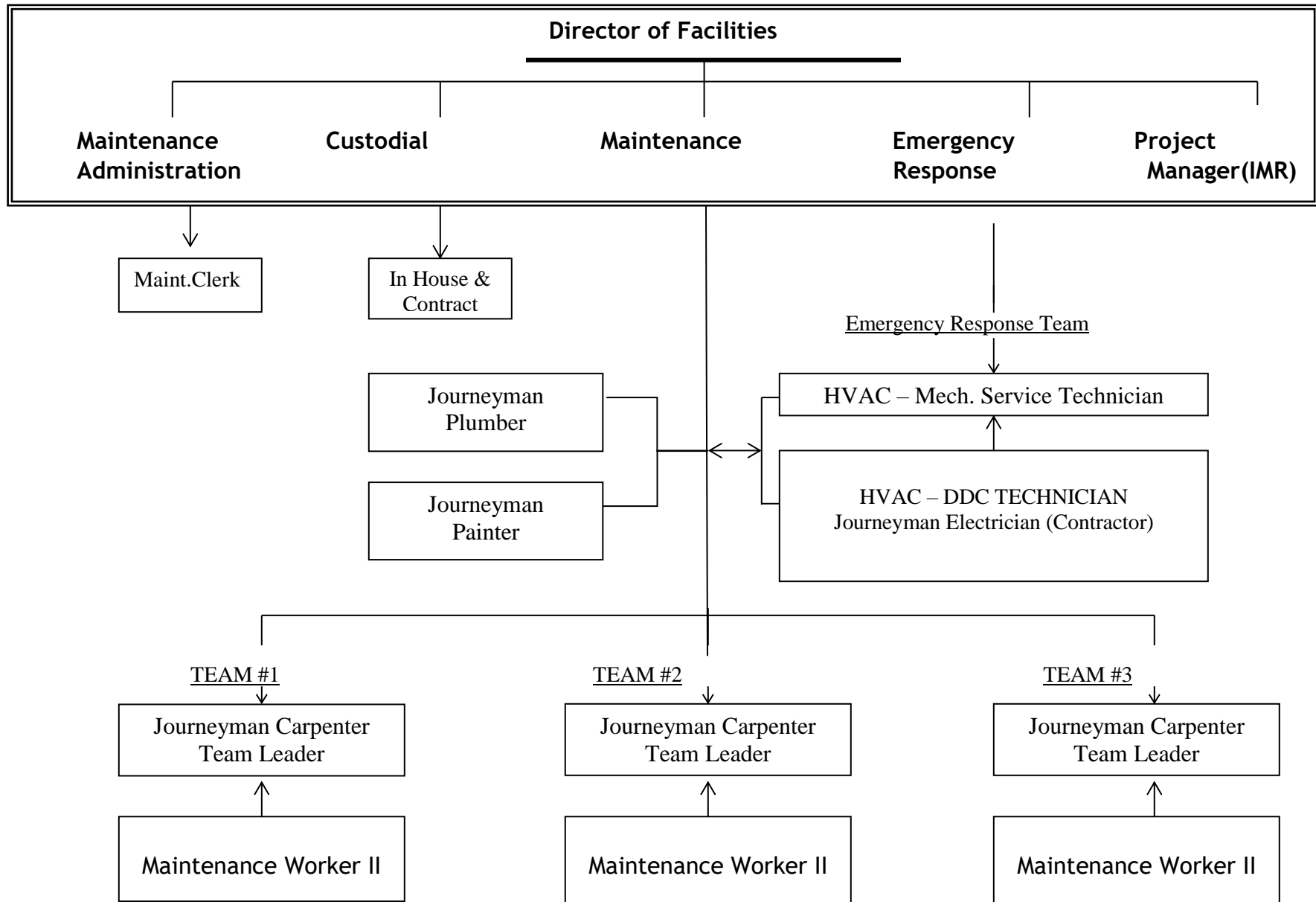
Position: Director of Facilities

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Repair and Maintenance of School Facilities
 - a) Electrical
 - b) Plumbing and heating
 - c) Mechanical
 - d) Painting
 - e) Structural
 - f) Grass cutting and weed control
 - g) Snow Removal
 - h) Grounds Maintenance
 - i) Preventative Maintenance
 - j) Property damage, control, and repair
 - k) Transportation and storage of Board property
 - l) Custodial
 - m) Millwork and special projects
 - n) Playground equipment
 - o) Water well and drinking water systems
 - p) Security systems
3. Health and Safety Requirements & Code Compliance
 - a) Workplace Hazardous Materials Information System (WHMIS)
 - b) Confined Entry Regulations & compliance
 - c) Fire alarm verifications
 - d) Emergency & Exit light verifications
 - e) Sprinkler system verifications
 - f) Building safety inspections
 - g) Elevator and ramp verifications
 - h) Water system inspections and testing
 - i) Reverse Osmosis (R/O) system service and maintenance inspections
 - j) Mold inspections
 - k) Play equipment inspections
 - l) Pest control
 - m) Working alone regulations and compliance
 - n) Safety committee standards and training
 - o) Air quality and American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRE) standards
 - p) Carbon monoxide and carbon dioxide (CO & CO2) monitoring and data logging
 - q) Asbestos removal
 - r) Emergency response

- s) Disaster planning
- 4. School Security
 - a) Key requirements
 - b) Access code requirements
 - c) Surveillance equipment installation (upon request)
 - d) Security monitoring and call-out report
- 5. Financial and Administration
 - a) Budget (Financial planning)
 - b) Costing & cost analysis
 - c) Estimating
 - d) Reporting
 - e) Invoice & payment processing
 - f) Billing & charge backs
 - g) Scheduling
 - h) Maintenance audits and reporting
 - i) Contracts
 - j) Contract evaluations and analysis
 - k) Tenders, Request for Proposals (RFPs) (maintenance)
 - l) Freedom of Information and Protection of Privacy legislation
 - m) Supply purchasing and equipment procurement
 - n) Software upgrading and requirements
 - o) Service manuals and blueprint management
 - p) Carpenter shop(s) and equipment management
- 6. Supervision of Facility Staff
 - a) Staff record management, time sheets, vacation scheduling
 - b) Hiring
 - c) Staff Evaluations performance files
 - d) Staff training and personal development
 - e) Issues, complaints, discipline
 - f) Motivation, recognition, morals
 - g) Policy Administration
 - h) Activity scheduling and work orders
- 7. Duties Requested or Approved by the Board & Superintendent
 - a) Attend Board meetings and provide information and reports as requested
 - b) Attend Building Committee meetings and report maintenance issues
 - c) Attend Administrators' meetings and provide maintenance updates and reports
 - d) Attend Executive Team meetings and provide information and reports as required
 - e) Attend AEFAA conferences and report information to administration and the Board upon request
 - f) Other duties as assigned



Position: Director of Transportation

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Driver Recruitment
 - a) Regular drivers
 - b) Spare drivers
3. Driver Training
 - a) Familiarizing drivers with mechanical aspects of driving a school bus
 - b) Familiarizing drivers with Alberta Transportation regulations
 - c) Familiarizing drivers with their duties and responsibilities
 - d) Road check with new drivers
 - e) Coordinate on-going driver training and first aid programs
4. Compiling information for grant claim forms
 - a) Monitoring the information-gathering system
 - i) Keeping the forms updated
 - ii) Ensuring that forms are properly completed and submitted regularly
 - b) Assisting the administration in completing departmental forms
5. Keeping up-to-date records as required by Alberta Education
 - a) Accurate route maps
 - b) Student lists
 - c) Semi-annual inspection forms for each bus
6. Monitoring bus fuel stations
7. Acting as a liaison between the transportation system and various government departments and agencies
 - a) Alberta Transportation Safety Division
 - b) Highway Patrol Division
 - c) R.C.M.P.
8. Supervision of the bus shop, including maintenance and repair of all buses
9. Purchase of new equipment
 - a) Buses
 - b) Major shop tools and equipment
 - c) Tires and parts
 - d) Fuel
10. Assisting with preparation and supervision of the transportation budget
11. Establishing all bus routes and giving proper attention to
 - a) Student load factor

- b) Distances individual children must travel
 - c) Time spent on bus
 - d) Safety considerations
 - i) Turn arounds
 - ii) Road conditions
 - iii) Bus turn arounds
 - iv) Student pick up locations
 - e) Making necessary changes to routes as required
12. Dealing with concerns expressed by drivers
- a) Route problems
 - i) Turn arounds
 - ii) Road conditions
 - iii) Safety of student pick up stations
 - iv) Route changes
 - b) Passenger problems
 - i) Discipline
 - ii) New passengers
 - iii) Items which passengers may carry on the bus
 - c) Particular vehicle driver problems
 - d) Other drivers
 - e) School personnel
13. Dealing with concerns and complaints raised by parents
- a) Bus routing
 - i) Time students have to spend on the bus
 - ii) Distance students have to walk
 - b) Matters relating to discipline on the bus
 - c) Drivers
 - i) Methods of managing passengers
 - ii) Punctuality
 - iii) Abilities as drivers
 - iv) Lack of proper attention to safety aspects of the bus operation
 - d) Policies and operations dealing with bus operations
14. Dealing with concerns expressed by school personnel
- a) Arrival and departure problems
 - b) Discipline on the bus
 - c) Extra trips
 - d) Conditions of loading and unloading areas
15. Dealing with concerns regarding the maintenance shop
- a) Complaints made by drivers about service carried out by shop personnel
 - b) Concerns expressed by shop personnel regarding driving habits and skills of the bus drivers
16. Dealing with concerns raised by members of the general public regarding driving safety and driving habits

17. Dealing with emergencies as they arise
 - a) Emergency closures of schools
 - b) Cold weather policy
 - c) Impassable road conditions
 - d) All accidents
 - i) Investigations
 - ii) Reporting
 - iii) Actions required regarding the bus, the driver and insurance
18. Attending and reporting to the Board and transportation committee meetings
19. Assisting the Superintendent in gathering information for decision making
20. Other duties as assigned by the Superintendent

