

Board Governance Coordinator
1 – Permanent Position
Governance, Policy & Risk Management
Schedule II, Level 8
(Non-Union)
\$85,358 - \$102,432

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

Reporting to Executive Officer, the Board Governance Coordinator will be responsible for supervision of secretariat/governance services to ensure effective and efficient operations relating to Board and committee meetings of the Toronto District School Board.

The Coordinator will also oversee and manage the Board's records management function ensure proper records retention management processes are being followed and information management practices comply with relevant legislation.

Summary of Duties:

- Supervise the secretariat/governance functions to ensure consistent service delivery for all Board and committee meetings;
- Responsible for supervision of staff including recruitment and selection, training evaluation and performance reviews;
- Ensure appropriate level of service is provided within the budget limits;
- Assign staff to special projects and related tasks;
- Establish and promote department practices and procedures;
- Implement a new electronic agenda, minute recording and agenda tracking process that will ensure efficient meeting processes;
- Manage the process for members of the public to make delegations to Board and committee meetings;
- Ensure timely and accurate information about decisions and requests for action following Board and committee meetings are provided to senior staff;
- Responsible for the information related to Board and committee meetings, including agendas, schedules of meetings and minutes on the Board's website;
- Responsible for all administrative activities related to Board meetings (both private and public), including preparation and distribution of notices, agendas, follow-up reports, minutes ensuring compliance with provincial legislation relating to Board governance and by-laws;
- Responsible for administration and management of trustee services;
- Responsible for the overall management and administration of records management practices for the TDSB;
- Develop policy and procedures for records management including training and support;
- Ensure delivery of records management services across TDSB;
- Provide advice and expertise to staff to implement and work within approved guidelines for records identification, storage, retrieval, and archival;
- Develop, establish, revise and update retention schedules as well as validate and track disposition of records;
- Lead special projects related to records management operations including implementation of records management system;
- In conjunction with the Executive Officer manage the freedom of information and protection of privacy process including responding to requests for information and privacy complaints under the terms of the Municipal Freedom of Information and Protection of Privacy Act;
- Ensure responses are provided to the requestor with a decision within the legislated timelines;
- Recommend and ensure security, privacy and quality assurance requirements regarding storage and records retention schedules in accordance with Board approved policies and processes;
- Develop annual risk management processes to ensure processes and best practices are followed in Board Governance, records management and adjudicatory processes;
- Prepare various reports and presentation information for the Executive Officer and/or staff;
- Participate and/or attend Board, committee and department meetings;
- Act as point person for all activities related to municipal elections including working collaboratively with City of Toronto officials;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other related duties as assigned.

Qualifications:

- University Degree in related field (e.g., Business Administration) with five years of progressively responsible experience in an educational environment or an equivalent combination of education and experience;
- Knowledge and understanding of privacy laws, Board bylaws, related policies and procedures and legislation;
- Knowledge of the requirements in the Education Act related to the Board's official records;
- Knowledge of the Municipal Freedom of Information and Protection of Privacy Act;
- Proven ability to communicate effectively (both orally and in writing) with trustees, staff, community, parents, students and external organizations;
- Understanding of organizational records retention, retrieval and disposition;
- Supervisory experience with strong leadership, mentoring and team building skills;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Demonstrated ability to manage a budget;
- Proven ability to organize and co-ordinate a diverse number of projects;
- Proven ability to work under pressure in order to meet frequent deadlines;
- Proven ability to prepare accurate reports and summaries;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Proficient computer skills including, wordprocessing, spreadsheet and database applications, records management classification system, shared drive records management structure email, internet.

Special Requirements:

- Will be required to work evenings and weekends sometimes with minimal or no notice in order to meet service requirements;
- Occasional travel across TDSB;

Location: This position is currently located at 5050 Yonge Street (wheelchair accessible).

Please Note:

Applications **must** be submitted:

1. in résumé form with a covering letter to: application.submission@tdsb.on.ca
2. with competition # SCH II-14-0222NRE in the subject line of the covering letter.
3. no later than 12:00 p.m. on December 3, 2014.

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

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.