



Niagara Catholic District School Board

**CATHOLIC LEADERSHIP: SUPERVISORY OFFICER AND CONTROLLER OF
FACILITIES SERVICES SELECTION**

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources

No. 202.3

Adopted Date: October 22, 2019

Latest Reviewed/Revised Date:

In keeping with its Mission, Vision and Values, of the Niagara Catholic District School Board, the following are Administrative Operational Procedures for the Catholic Leadership: Supervisory Officer and Controller of Facilities Services Selection.

PREAMBLE

The Niagara Catholic District School believes that the realization of the goals of Catholic education requires system leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of system leadership with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision and values.

Individuals aspiring to Catholic system leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals selected to positions of responsibility as a Supervisory Officer or Controller of Facilities Services will possess all of the qualifications, experience and necessary skills to perform this role.

Niagara Catholic Supervisory Officers and Controller of Facilities Services staff shall be dedicated system leaders who demonstrate a strong commitment to the vocation of Catholic education through engagement, support and positive-servant leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for vocational servant leadership in Niagara Catholic as a Supervisory Officer and Controller of Facilities Services and will be evident through visible involvement within the community and parish.

As an active member of Senior Administrative Council, Supervisory Officers and the Controller of Facilities Services will provide engaged Catholic faith-filled leadership from Early Years through to graduation within a system and/or a Family of Schools portfolio. Within the collective leadership team of Niagara Catholic, Supervisory Officers and the Controller of Facilities Services will assist the Director of Education in implementing the Niagara Catholic District School Board's multi-year Strategic Plan, annual system priorities, annual budgets and operational directions for the Niagara Catholic District School Board, including, but not limited to, programs, supports and services, system supervision and direction to staff at the system or school level.

Prior to the commencement of the Supervisory Officer or Controller of Facilities Services selection process, the Director of Education will consult and seek input from the Board of Trustees on the skill set and profile within the Niagara Catholic District School Board.

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the system Catholic leadership position of a Supervisory Officer and Controller of Facilities Services, while providing a clear set of procedures to be followed from application to appointment.

LEADERSHIP FRAMEWORK FOR CATHOLIC SUPERVISORY OFFICERS AND CONTROLLER OF FACILITIES SERVICES

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

QUALIFICATIONS FOR SUPERVISORY OFFICERS

The following qualifications are required at the time of application:

- Completion of the Ontario Supervisory Officer's Qualifications or currently enrolled in the Catholic Supervisory Officer Qualification Program for Academic Candidates (Regulation 176/10) or Business Candidates (Regulation 309, as amended by O.Reg. 182/97)
- Ontario College of Teachers Certification of Registration and Certificate of Qualifications (Superintendent of Education position)
- Minimum five (5) years leadership experience as a Catholic elementary or secondary Principal; Supervisory Officer or comparable position for a Superintendent of Business and Financial Services
- Specialist in Religious Education and Special Education or currently enrolled (Superintendent of Education)
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference (Superintendent of Education)
- Demonstrated experience as outlined in the Ontario Leadership Strategy Framework for Catholic Supervisory Officers
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values
- Demonstrated ability to work effectively within a collaborative leadership team
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members
- Demonstrated exceptional interpersonal and communication skills
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Supervisory Officer

QUALIFICATIONS FOR CONTROLLER OF FACILITIES SERVICES

The following qualifications are required at the time of application:

- Bachelor's or Master's degree in Architecture and/or Engineering, with a minimum of five years related experience. A Professional Designation is considered an advantage
- Program and project management experience related to the delivery of educational/institutional facility projects is an advantage
- Comprehensive understanding of the design, tendering and construction processes
- Demonstrates experience and support for the Ontario Catholic Leadership Strategy Framework
- Proven experience with research, report writing, analysis, supervision of staff and the use of collaborative leadership models
- Superior communication and team building skills that include presentation, negotiation skills and the use of a variety of software applications
- Hold a valid driver's license, access to a vehicle and ability to travel as required to discharge one's duty as a Controller of Facilities Services

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS

Interested applicants will be required to provide at the time of application:

- A complete Curriculum Vitae providing evidence of the qualifications required
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism
- A current written professional reference from the applicant's immediate supervisor(s)
- A current written Pastoral Letter of Reference* (Superintendent of Education)
- A current written professional reference from an applicant's colleague*
- The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment*
- A current copy of the candidate's Ontario Certificate of Qualification (OCT) for a Superintendent of Education position
- A copy of the most recent Performance Appraisal in one's current position
- A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
- A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Supervisory Officer or Controller of Facilities Services.

*Include written permission to contact references

ADVERTISING AND APPLICATIONS

1. Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.
2. Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

SELECTION PROCESS

1. Applications will be invited from qualified candidates for the position(s) of a Supervisory Officer and a Controller of Facilities Services as required. With the permission of the applicant, the Director of Education may contact a member of staff or the community as part of the confidential background review.
2. The Director of Education, in consultation with Senior Administrative Council, shall review all applications, including a public background check, to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. Interview Committee Members and Responsibility
 - a. The Interview Committee shall consist of the following:
 - i. All members of Senior Administrative Council
 - ii. Two Trustee's appointed by the Board (observer status)
 - iii. Chair of the Committee: Director of Education
 - b. All members of the Interview Committee will be present for all interviews.
 - c. All members of the Interview Committee will be provided with confidential copies of the applicants' resumes and applications.
 - d. Members of the Interview Committee will make recommendation(s) for successful candidate(s) to the Director of Education.

5. After consideration of the Interview Committee recommendations, the Director of Education will determine the successful candidate(s) and following consultation with the Board at an In-Camera Meeting with the Board of Trustees will confirm the new Supervisory Officer(s) and/or Controller of Facilities Services. Offer of employment will be made by the Director of Education.
6. The Director of Education who is the chairperson for the process shall coordinate the debriefing of each candidate upon request.

CONFLICT OF INTEREST

No individual will be involved in any part of the selection process if it is self-declared and/or deemed to be a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the selection process.

References

- [*Student Achievement and School Board Governance Act, 2009*](#)
- [*Education Act and Regulations*](#)
- [*Ontario Leadership Strategy*](#)

Adopted Date:	October 22, 2019
Revision History:	