

Senior Leadership Team Portfolios

SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP)

2019-20

SUPERINTENDENT/CEO PETER JORY	ASSISTANT SUPERINTENDENT (HUMAN RESOURCES) RYAN BRENNAN	ASSISTANT SUPERINTENDENT (INSTRUCTION) CARL COOPER	DIRECTOR OF INSTRUCTION INCLUSIVE EDUCATION CAROL-ANN LEIDLÖFF	SECRETARY-TREASURER Alanna Cameron
<ul style="list-style-type: none"> • Direct reporting to the Board of Education regarding all operational and education matters • General supervision and direction of the senior staff employed by the Board • Leadership and facilitation of the District Strategic Plan • Improvement of student achievement • General organization, admin, supervision, and evaluation of all educational programs • Joint PVP meeting facilitation • Ministry reporting • Ministry and Board directions through establishment of appropriate policy, regulations, and practices • Indigenous Education • Careers K-12 • EOP Supervision • Leadership succession planning • My Education BC • PVP framework • Student Leadership • Media/Communications 	<ul style="list-style-type: none"> • Senior Leadership support for and direct supervision of middle and secondary schools and staff • Operational issues dealing with K-12 student and parent issues • Facilitation of Middle/Secondary PVP meetings • Hiring procedures for all employees • HR Guidelines and procedures • Management and exempt compensation • Liaison with OLRC and BCPSEA • Contract issues • Employee disability and work rehabilitation programs • Discipline, harassment and investigation issues • New teacher orientation • TOC dispatch, hiring, orientation • K-12 Technology • Dogwood District Authority Awards • DESC staff meetings • Other duties as assigned 	<ul style="list-style-type: none"> • Senior Leadership support for and direct supervision of elementary schools and staff • Operational issues dealing with K-12 student and parent issues • Facilitation of Elementary PVP meetings • K-12 Instructional Support • K-12 French Immersion curricular support and budgetary allocations • 83 Learns • K-12 Data collection (student achievement perspective) • Music programming K-12 • District Literacy and Numeracy Plans • Early Learning (Strong Start, Ready, Set, Learn, PALS) and Early Literacy • Liaison with DPAC • District (Learning) Resource Centre and contact for librarians • Other duties as assigned 	<ul style="list-style-type: none"> • Storefront School and alternate and itinerant specialist staff • Instructional and programming support for students with exceptional needs • ELL programming • Child Support Interagency liaisons • Healthy Schools • Instruction Support Program (ISP), Staffing, education support, District-At-Risk-Youth Table • Safe School Coordinator, BC CASE, and Child Protection and Children in Care • Critical Response Coordinator • Threat/Risk Assessment response coordination & ongoing training • Community LINK funding and meal programs • Student services staffing • Student Restorative meetings • Sexual Health K-12 • Safety Planning Protocol • Other duties as assigned 	<ul style="list-style-type: none"> • Senior Leadership support for and direct supervision of operational sites and staff • Budgeting, financial statements, and all accounting duties as defined by the Ministry • Corporate affairs of the Board • Organization and tracking of all proceedings and minutes of meetings of the Board • Operations of schools including general safety • Risk management • Collaboration with Board and HR re: collective agreement issues and bargaining • FOIPPA issues • Other duties as assigned