

Phelps ▶

OPPORTUNITY BRIEF

Associate Director, Education, Schools, and
Programs
York Region District School Board

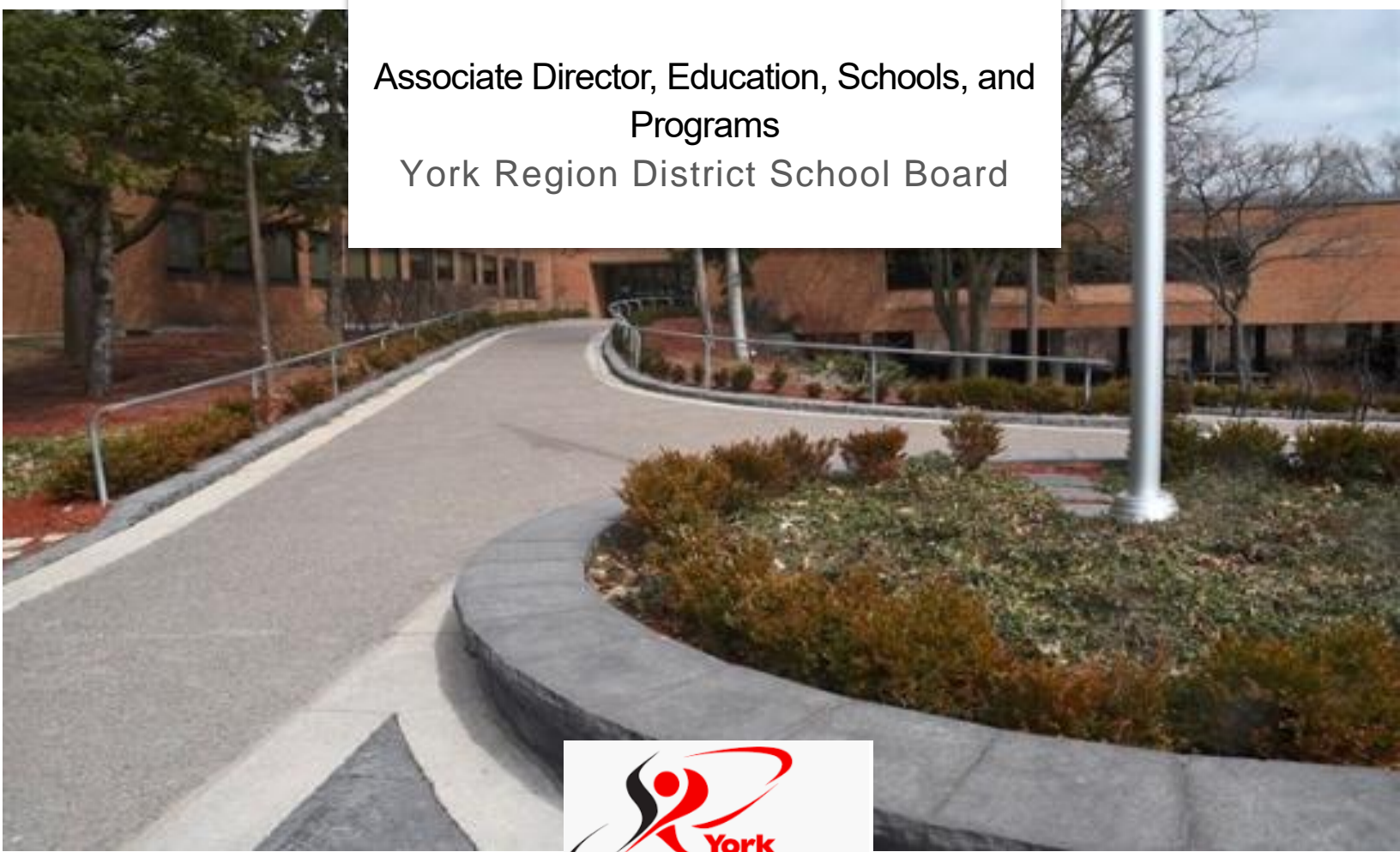


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Preface

Thank you for your interest in the position of **Associate Director, Education, Schools, and Programs**. This opportunity brief highlights the attributes, experience, creativity and caring **York Region District School Board** seeks in their next leader. The detailed job description, insights and information pertaining to this role are a result of a comprehensive engagement process. We hope you find this opportunity brief supportive as you explore this career opportunity.

Phelps is a Canadian Executive Search firm, with offices in Toronto and Northern Ontario now celebrating 30 years of successful recruitment placements. As part of our expertise, we have been privileged to match extraordinary leaders with exciting and dynamic opportunities across the public and private sector.

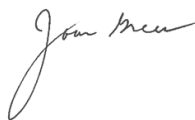
We understand Public sector organizations are faced with an increasingly complex leadership challenges. Both the communities they serve and their own staff now reflect a richly diverse population demographic. Expectations of the roles that leaders play and their responsibilities have grown. An increased expectation exists that these organizations, led by individuals with the right competencies, commitment and character, will truly serve the interests of citizens and the well-being of society. Phelps is committed to finding leaders who are exemplary, integrity-based and innovative, doing so in a transparent and accountable way.

As you explore this opportunity, our team will ensure you have a clear, thorough understanding of the **York Region District School Board's** culture, leadership ethos, along with the goals and challenges that you will address as the new **Associate Director, Education, Schools, and Programs**.

We appreciate your consideration of this significant opportunity. This document is intended to provide you with relevant information to inform this leadership opportunity. As such, it is not a contractual document and material may change without notice.

If you require any clarification throughout our process, please contact us at any time.

Regards,



Joan Green



Heather Connelly

Background | York Region District School Board

Background

York Region District School Board (YRDSB) is the third largest school district in Ontario, with over 127,000 students in 180 elementary schools and 33 secondary schools, and a mission “to advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community”. York Region students consistently perform above average in provincial testing, making the Board one of the top achievers in the province. YRDSB attributes this success to a unique combination of students who are motivated to succeed; teachers who are skilled at helping students learn; strong educational leaders who share a common vision of excellence; and the participation of a supportive community and parents that understand the importance of quality public education.

Mission

To advance student achievement and well-being through public education, which motivates learners, fosters inclusion, inspires innovation and builds community.

Vision

To be a leader in public education by empowering all students to become engaged and caring citizens of the world.

Values

Our School Board operates based on a set of values which guides our actions:

Inclusivity

We demonstrate equity and inclusivity in all that we do. We demand an environment in which all students, staff, parents and our community feel valued and have a sense of belonging. We expect empathy, mutual respect and understanding to be demonstrated in our words and actions.

Relationships

We value positive, meaningful relationships with students, staff, parents and our community. We value diversity of opinion, sincere dialogue and community engagement.

Innovation

We continuously strive to provide the best educational programs for all students. We empower staff and students to take initiative and to be innovative leaders.

Engagement

We encourage active participation in all learning and activities by creating an environment that engages students, staff, parents and our community.

Responsibility

We are individually and collectively responsible for creating the best possible school community to support the achievement and well-being of all individuals. We are responsible for the delivery of effective and sustainable educational programs and stewardship of Board resources.

Optimism

We approach all situations with optimism. We cultivate confidence and resiliency in all students and staff.

Primary Strengths

- YRDSB has outstanding teaching and support staff and a track record of strong student achievement
- YRDSB is in a strong financial position, particularly relevant in this time of new government financial policies and system constraints.
- York Region is growing rapidly with a richly diverse population. It is viewed as an appealing region in which to live and work.
- This position offers a great opportunity to join a team building an exciting future for the YRDSB as it continues to grow and address student, parent and community needs and concerns.
- YRDSB is committed to accountability and transparency as the system works to enhance equity and inclusion in school environments where all students learn and thrive.

Primary Challenges

- YRDSB is transforming itself, and becoming a much more open, collaborative and integrated school board, where people work across the Board with the many different leaders of curriculum, student services, special needs, corporate services and schools across the region to achieve its strategic goals. “There is good momentum in the organization to meet the mandate of the strategic plan. Collaboration and relationships across the organization are essential.”
- The new Associate Director, Education, Schools and Programs will work closely with the Director of Education, the Associate Director, Schools and Operations as the leaders of YRDSB’s journey to new levels of excellence in student achievement and student well-being in collaboration with a highly dedicated team of Superintendents of Schools across the Board.
- The Associate Director, Education, Schools and Programs will inspire, motivate and engage with Superintendents across the Board to ensure their success in supporting and enabling their school Principals to work with their students and families to model and achieve the Board’s vision, mission and values.
- The Associate Director, Education, Schools and Programs will work with EIAC (Equity and Inclusion Advisory Committee), PEAC (Parent, Family and Community Engagement Advisory Committee), SEAC (Special Education Advisory Committee), to ensure their input and contributions to the Board are valued and supported.
- Inclusion and equity for all is essential and being championed, fostered and embedded throughout the organization as it builds on the Board’s values which suffered during a recent three-year period, but had been strong prior to that period of time. York Region Director School Board has had a rich history of innovation, program excellence, and a genuine passion for the success and well-being of its students and families, which is the driving force behind the Board’s new journey forward, its renewal of this commitment.

Job Description | York Region District School Board



Key Responsibilities

- Contributing as an integrated member of the Senior Leadership Team to support the achievement of the YRDSB's achievement of mission, vision, values, strategic goals and objectives;
- Developing transparent and open, trusted relationships with Trustees, with the Director of Education and the Associate Director, Education and Operations;
- Supporting systemwide implementation of policy resulting from Board decisions;
- Providing leadership and supervision to assigned Superintendents of Schools of the YRDSB (elementary and secondary)- championing strong adherence to equity, inclusion and anti - oppression policies and practices;
- Developing and implementing achievable student success and operational plans aligned with the Board's strategic plan. Providing accurate and timely reporting on an ongoing basis to the Director and senior leadership team;
- Providing equitable but differentiated support and resources needed by the Superintendents of Schools to achieve their goals and objectives and address the varying needs and priorities of each school and community;
- Developing and implementing professional development and performance management plans with Superintendents of Schools of the YRDSB. Identifying and developing potential candidates for other leadership roles and opportunities.

- Working closely with EIAC, PEAC and SEAC to ensure their ideas and concerns are heard and responded to, and they feel engaged and valued;
- Being actively engaged and connected with the community, families and students in the Region, a visible champion of the YRDSB;
- Staying abreast of emerging trends and best practices in K-12 education, striving for the best programs and opportunities for students' success and well-being.



Candidate Profile



Education

- Master of Education degree;
- Supervisory Officer's Qualification.

Experience

- Demonstrated outstanding leadership as a Supervisory Officer (or something along this line.)
- A demonstrated commitment to equity and inclusion; evidence of successfully embedding best practices in a schoolboard culture.
- Proven success in developing and implementing plans and programs that have resulted in continuous improvement in student achievement and student well-being.
- Evidence of being an innovative and visible contributor to the achievement of a schoolboard's mission, vision, values and strategic priorities.

- Experience in leading positive change to advance a schoolboard's mission, vision, values and strategic priorities—with and through people.
- Demonstrated success in working with a Board's Advisory Committees to ensure their voices are heard, respected and valued.
- Success in working with labour partners in a respectful and progressive manner.
- A passion for student success and well-being.
- Excellent communication skills (listening, verbal, written and presentation).
- Well-developed relationship-building skills.
- A strong team player and team builder.
- Demonstrated integrity, authenticity and credibility as a leader.
- Evidence of being seen as a "trust builder" and advocate for collaborative professionalism.

Phelps & Executive Search Team

Phelps consultants possess deep expertise to identify both public and private sector leaders who will advance the vision, mission and strategic direction for our client. Our approach is specifically tailored for each leadership opportunity ensuring an enriching experience for candidates and clients alike. Our team of highly seasoned professionals reflects the client values and appreciates the objectives clients have identified as essential to success in the role. Our search process is exacting, guaranteeing candidate fit within the organizational culture and environment. Phelps has established an impeccable track record for completion and a 98% retention within the search industry.

Our dedicated team members are available throughout the process to answer any questions you may have.

OUR TEAM



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Search & Selection Process

Phelps Executive Search process is a structured learning experience. We follow a rigorous and consistent approach ensuring your candidacy is considered through a systematic, transparent, and highly confidential process. Confidentiality is truly the cornerstone of our business. Following an introductory discussion with a Phelps Consultant, or through your response to an ad/posting for this position, you will be asked to submit a confidential application. After an assessment of the experience and accomplishments described in your application, the interview and screening process will commence.

INTERVIEW AND SCREENING



HELPS INTERVIEW

In this initial interview, we will review your employment history, and ask a series of behaviourally-based/competency-based questions structured around the criteria for the position. You will be requested to complete a Self-Assessment, outlining your experience in relation to the candidate criteria.



PRESENTATION OF LONG LIST TO THE CLIENT SEARCH COMMITTEE

A long list of the most qualified candidates will be presented to the Client Search Committee to determine a short list of candidates to be interviewed by the Search Committee.



SEARCH COMMITTEE FIRST INTERVIEWS

If selected as one of the short-listed candidates, our Project Coordinator will contact you to discuss the details concerning the Search Committee interview. This interview is a structured, formal interview involving an initial presentation and a series of questions, after which 2-3 finalists will be identified for next steps.



REFERENCES & PSYCHOMETRIC ASSESSMENTS

If you are selected as a finalist, references and psychometric assessments (if requested by the Search Committee) will be conducted.



SEARCH COMMITTEE SECOND INTERVIEWS

This second interview is generally a less formal conversational exchange where you and Committee members get to know each other better and explore questions arising from the first interview. At this stage, more details about the role, culture, strategic goals and logistics will be discussed.

OFFER NEGOTIATION



After interviews are complete and the preferred candidate has been chosen, Phelps will proceed to negotiate an offer, and conduct final background checks. A communication strategy will be reviewed and agreed upon by York Region District School Board and the successful candidate.

TRANSITION



To assist you in making a smooth transition, the Phelps team provides coaching and support to assist in providing your current employer notice, relocation, and any other matters that may arise. In addition, our team will be available to provide guidance and assistance in your on-boarding as well as offering ongoing transition support.

Contact & Additional Information

Our dedicated members are available throughout the process to answer any questions you may have. If you require additional information, please contact us.

We look forward to working with you!



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IMAGES AND TEXT

Components of this Opportunity Brief, including images, text snippets and extracts were retrieved from *York Region District School Board*'s website and/or from digital channels under the authorization of the representatives leading this search.

ADDITIONAL INFORMATION

Homepage | York Region District School Board
<http://www.yrdsb.ca/Pages/default.aspx>

Strategic Plan | York Region District School Board
<http://www.yrdsb.ca/AboutUs/BoardPlans/Pages/default.aspx>

Annual Report Year | York Region District School Board
<http://www.yrdsb.ca/AboutUs/BoardPlans/Pages/Directors-Annual-Plan.aspx>