
ORGANIZATION

Central Office Personnel/Duties

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Central Office Personnel/Duties

Michael McMann
Superintendent of Schools

Darlene Bergen
Executive Assistant

The Superintendent of Schools is the Chief Executive Officer of the Board and is ultimately responsible for all programs in the Division. One of his tasks is to supervise the work of principals and assistant principals in the Division. Specific areas of responsibility include:

- Annual Education Results Report
- Board Meeting Executive Preparation
- Communications
- Executive Team Coordination and Evaluation
- First Nations Relations
- Leadership Recruitment
- Leadership Team Meetings
- Local/Provincial Government, Board and Labour Relations
- FVSD Awards Program
- Principal Evaluations
- Results and Planning Reviews
- School Council Chair Meetings
- School Education Plans
- School Profiles
- Three Year Education Plan

Executive Assistant - Additional Areas of Responsibility:

- Administrators Handbook
- Trustee Handbook
- Board Meetings
- Bursaries
- Christmas Card Contest
- FVSD Events Calendar
- Graduate Gifts
- Monday Morning Update to Trustees
- Principal Professional Development Accounts
- School Authority Information
- School Councils
- Teacher Awards
- FVSD Awards Program
- Year End BBQ
- Other duties as assigned

Scot Leys
Assistant Superintendent of Operations

Susan Derksen
Executive Assistant

The Assistant Superintendent's main responsibility is the Division's human resources department and the delivery of operational services. Specific responsibilities include:

- Enrolment Projections and Staffing
- Field Placement – Student Teachers
- FOIPP
- Housing
- Human Resource Services
- Labour Negotiations
- Leadership Development
- Leadership Services
- Monitoring Health and Safety Department
- Recruitment and Staffing
- School Calendar
- Staff Evaluations and Contracts
- Suspensions and Expulsions
- Masters Professional Development - Leadership
- Teacher Degree Program - U of C
- Music, Art, Horse Riding, and Blast Programs
- Dual Credit
- High School Redesign

Executive Assistant - Additional Areas of Responsibility:

- Enrolments (projected and actual)
- Human Resources
 - Assist administrators/managers with HR related questions
 - Collection of HR documents for all staff (hiring, leaves, resignation)
 - Evaluation List & Collection of Evaluations
 - FVSD Teacher Grant
 - Personal Services Contracts
 - Staff changes to IT Department for E-mail updating
 - Staff List
 - Substitute Teacher List and Calendar
 - Teacher and School Administrator contracts
 - Collective Agreement and Terms of Employment
- School Calendar
- Monthly Absentee Reports for the HR Department
- Student Suspension List for the Board
- Student Teachers
- Class Size Survey
- Other duties as assigned

Kathryn Kirby
Assistant Superintendent of Learning

Hali Calliou
Executive Assistant

The Assistant Superintendent's main responsibility is to supervise and coordinate the delivery of supports and services to the benefit of students throughout the jurisdiction and shall include:

- Oversees Priority Areas
- Diverse Learning Services
- Early Childhood Services: PUF and ECS mild/moderate services
- Inclusive practices and Inclusive Education reports
- Indigenous and Northern Affairs Canada (INAC) Special Education programming and reporting
- Provincial Testing
- Professional Learning
- Regional Collaborative Service Delivery
- LTM Communications
- Locally Developed Courses
- Student Specialized Assessment
- Student Programs
- Student Support Services:
 - Child's Circle Program
 - Mental Health Services
 - Mental Health Capacity Building Project
 - Regional Collaborative Service Delivery – Mental Health
 - Community Helpers Program
- Success in School for Children and Youth in Care Protocol

Sharon McLean, Terry Gibson & Karen Smith
Supervisors of Learning Services

Hali Calliou
Executive Assistant

The Supervisors of Learning Services main responsibility is the coordination and delivery of services to the benefit of students throughout the jurisdiction and shall include:

Karen Smith

- Connectivity Priority
- Diverse Learning Services
- Primary Literacy Supports
- English as a Second Language Programming
- Curriculum and Instruction
- Data Analysis
- Teacher Induction
- Professional Learning
- First Nation, Metis and Inuit Services
- Career Counselors

Terry Gibson

- Numeracy Priority
- Curriculum and Instruction
- Jurisdictional/Provincial Testing Analysis
- Data Analysis
- Teacher Induction
- Professional Learning
- OurSCHOOL Survey

Sharon McLean

- Literacy Priority
- Primary Literacy Supports
- English as a Second Language Programming
- Curriculum and Instruction
- Jurisdictional/Provincial Testing Analysis
- Data Analysis
- Teacher Induction
- Professional Learning

Executive Assistant – Additional Areas of Responsibility:

- Provincial Testing
- Supervisor/Coordinator/Student Support Services/RCSD Employee Absences
- Curriculum Binders/New Teacher Binders
- Data Analysis
- Diploma Exam/PAT excusals
- Diverse Learning Files
- Inclusive Education Reports
- Indigenous and Northern Affairs Canada (INAC) Special Education Reports
- Student Records
- Other duties as assigned

Norman Buhler
Secretary-Treasurer

The Secretary-Treasurer is the Financial Manager of the Division. Generally, his direct association with schools is at the administrative level, mainly regarding school budgets and related matters. Responsibilities include:

- Board Secretary Duties (Elections, Rules of Order, etc.)
- Capital Planning/Projects/Modular Requests
- Credit Enrolment Unit Reconciliation
- Divisional Budget and Monitoring
- Divisional Services Contracts
- Financial Reporting
- First Nations Agreements
- INAC Nominal Roll
- Labour Relations
- Special Grant Applications
- Monitoring Maintenance Department
- Monitoring Transportation Department
- School and Department Budgets

Executive Assistant – Additional Areas of Responsibility:

- Board Services
- Can-Copy
- Capital Plan
- Manager's Meetings
- Records Management
- Student Insurance Claims
- Video Site Licenses (Schools)
- Secretary for Manager's & Finance meetings (minutes/agendas)
- FVSD Promo Items
- Teacher resumes in HR Portal
- Assist with Recruitment
- Other duties as assigned

Payne Cardinal
Assistant Secretary-Treasurer

The Assistant Secretary-Treasurer is directly in charge of finance personnel. Payroll problems not resolved should be referred to the Assistant Secretary-Treasurer. His association with school based personnel is mainly at the administration level with regards to:

- School accounts
- Audits
- Charitable Donations
- School forms on operations and attendance
- Teacher Relocation Grants and Loans

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- Risk Management and Internal Controls
 - School Budgets and Coding
 - Financial Reconciliations
 - Purchasing Cards Management

Ken Peters
Transportation Manager

The Transportation Manager is responsible for all matters pertaining to the Transportation Department.

Rachel Neufeld
Secretary

Dan Dyck
Supervisor of Maintenance

The facilities department is responsible for all matters pertaining to the maintenance of school buildings, housing and other Divisional properties.

Judy Penner
Secretary

Cory Wright
Health and Safety Officer/Housing Coordinator

The Health and Safety Officer / Housing Coordinator will be responsible for assisting management, school principals and workers with the continued development, implementation and monitoring of the occupational health & safety program and will coordinate housing arrangements for FVSD teachers as necessary.

Joanne Smith
Payroll Administrator

The Payroll Administrator is responsible for the calculation and verification of salary and benefit entitlement. Staff members requiring information regarding the following, please contact Joanne immediately:

- Support Staff Payroll and Benefits
- Records of Employment for Support Staff
- RRSP's
- Maternity leaves (SUB plan)
- Teachers' Retirement Fund (TRF)
- Responsible for providing information to staff regarding their benefit options and processing their requests as provided for under salary agreements and/or conditions of employment.

Deanna Newman**HR / Payroll Assistant**

The HR/Payroll Assistant is responsible for the calculation and verification of salary and benefit entitlement for all certified staff.

- Teacher and Certified Sub Payroll and Benefits
- Permanent Alberta Teacher Certificate Requests
- Records of Employment for Teachers
- Teachers' Retirement Fund (TRF)
- HR Job Postings
- Verification of Employment and Teaching Experience
- Add new casual staff to Financial Software
- Other duties as assigned

Vionna Mitchell**Accounts Payable Clerk**

- Corporate Visas/Purchasing cards
- Responsible for dealing with inquiries on payments of invoices, travel expenses, etc.
- Responsible for set-up of new vendors
- Responsible for the review of all batch input
- Printing of all accounts payable cheques
- Responsible for all accounts payable filing
- Review of vendor statements
- Responsible for entry of invoices for central office and IT
- Handles inquiries on outstanding purchase orders
- Provides training and support to school support staff on financial software school site modules
- Sorting and mailing of payroll cheques and remittance advice
- Other duties as assigned

Verna Morin**Receptionist/Secretary**

- Provides clerical assistance to the Board of Trustees
- Telephones & divisional directory
- Sorting incoming mail from Post Office
- Delivering outgoing mail to Post Office
- Photocopier
- Reconciling Visa purchasing cards for Trustees
- Entering customers for accounts receivable
- Issuing invoices to internal & external customers
- Responsible for entering cash receipts. Will deal with inquiries on cash received reports

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- Entering maintenance requests into the Asset Planner system for Central Office & IT Department
 - Delivering cash received for bank for deposit
 - Receptionist
 - Ordering supplies for Central Office & custodian
 - Ordering pop, juice & coffee supplies
 - Booking seminar & board rooms for meetings
 - Ordering snacks & lunches for meetings
 - Cash received and petty cash reconciliations
 - Entering urban bussing deposits into Financial Software
 - Tracking pop & postage usage
 - Other duties as assigned

Dexter Gilbert

Information Technology Manager

The Information Technology Manager is to provide direction and leadership in the use of technology in order to help the Fort Vermilion School Division No. 52 meet its goals. The Information Technology Manager will also provide technical support when required.

Bob Doerksen

Software Support Specialist

The Software Support Specialist provides support to systemic software. The Software Support Specialist will also provide training and direct support to the administration and administrative support in the Division.

**Con Mercredi, Madison Smith, Bryan Rempel
Technicians**

The Technicians are to provide desktop hardware and software support to all sites within the Division. Technicians will also install and maintain local and wide area networks within the division.

**Kitty Moulton, Kelly Bourgeois – Kindergarten to Grade 3; Kristin Wright –
Grade 4 to 9**

Literacy Coordinators

The primary role of the Literacy Coordinators is to support the divisional priority that all students will improve literacy skills across the content areas. The Literacy Coordinators will work under the direction of the Supervisor of Learning Services.

Amber Paul
Community Literacy Engagement Coordinator

The primary role of the Community Literacy Engagement Coordinator is to work with preschool students from FNMI communities to increase reading and parental engagement in the learning process. The Community Literacy Engagement Coordinator will work under the direction of the Supervisor of Learning Services.

Diane Little & Candice Scott
Diverse Learning Coordinators

The primary role of the Diverse Learning Coordinators is to provide support to classroom teachers as they develop effective plans for the students in their classrooms. This support focuses most often on the diverse learning needs of the students and assisting the teacher in understanding the students and their needs well. The Diverse Learning Coordinators assist teachers in gathering data and information regarding students as well as problem solving, suggesting resources and developing strategies to support individuals, groups and whole classrooms of students. The Diverse Learning Coordinators also provide divisional, school-based and individual professional development in the area of inclusion and supporting all students. The Diverse Learning Coordinators work under the direction of the Supervisor of Learning Services.

Carrie Demkiw
Regional Manager, Northern Lights Regional Collaborative Service Delivery

The Regional Manager provides overall coordination and support for the RCSD services across the region. This includes working with the RCSD Executive and Leadership teams as well as developing, monitoring, providing support for implementation and reporting on the RCSD Annual Plan. The FVSD SLP and OT report directly to the Regional Manager. The RCSD Regional Manager works under the direction of the Assistant Superintendent of Learning.

Julie Klassen
Child's Circle Supervisor

The Child's Circle Supervisor provides overall direction and supervision for the Child's Circle Program across the division. She provides ongoing job-embedded support and mentoring for the Child's Circle workers. As well, the Supervisor coordinates and/or facilitates professional development for the Child's Circle workers. The Child's Circle Supervisor is responsible for data collection and reporting on the Child's Circle Program. The Child's Circle Workers report directly to the Child's Circle Supervisor. The Child's Circle Supervisor works under the direction of the Assistant Superintendent of Learning.

Barb Higgins/Leah Martens/Gail Stolz
Mental Health Therapists

The Mental Health Therapists provide the overall coordination, direction and supervision for the services provided by the Student Support Services teams across the division. The Mental Health Therapists and Child's Circle Supervisor collaborate in terms of the Child's Circle Workers' roles within the Student Support Services teams. The Student Wellness Coaches report directly to the Mental Health Therapists. The Mental Health Therapists provide direct client interventions as well as some classroom-based services for students. The Mental Health Therapist in High Level also serves as the Coordinator for the Mental Health Capacity Building Project. When necessary, the Mental Health Therapists participate in Threat Assessments. The Mental Health Therapists work under the direction of the Supervisor of Learning Services.

Line of Authority in the Absence of the Superintendent

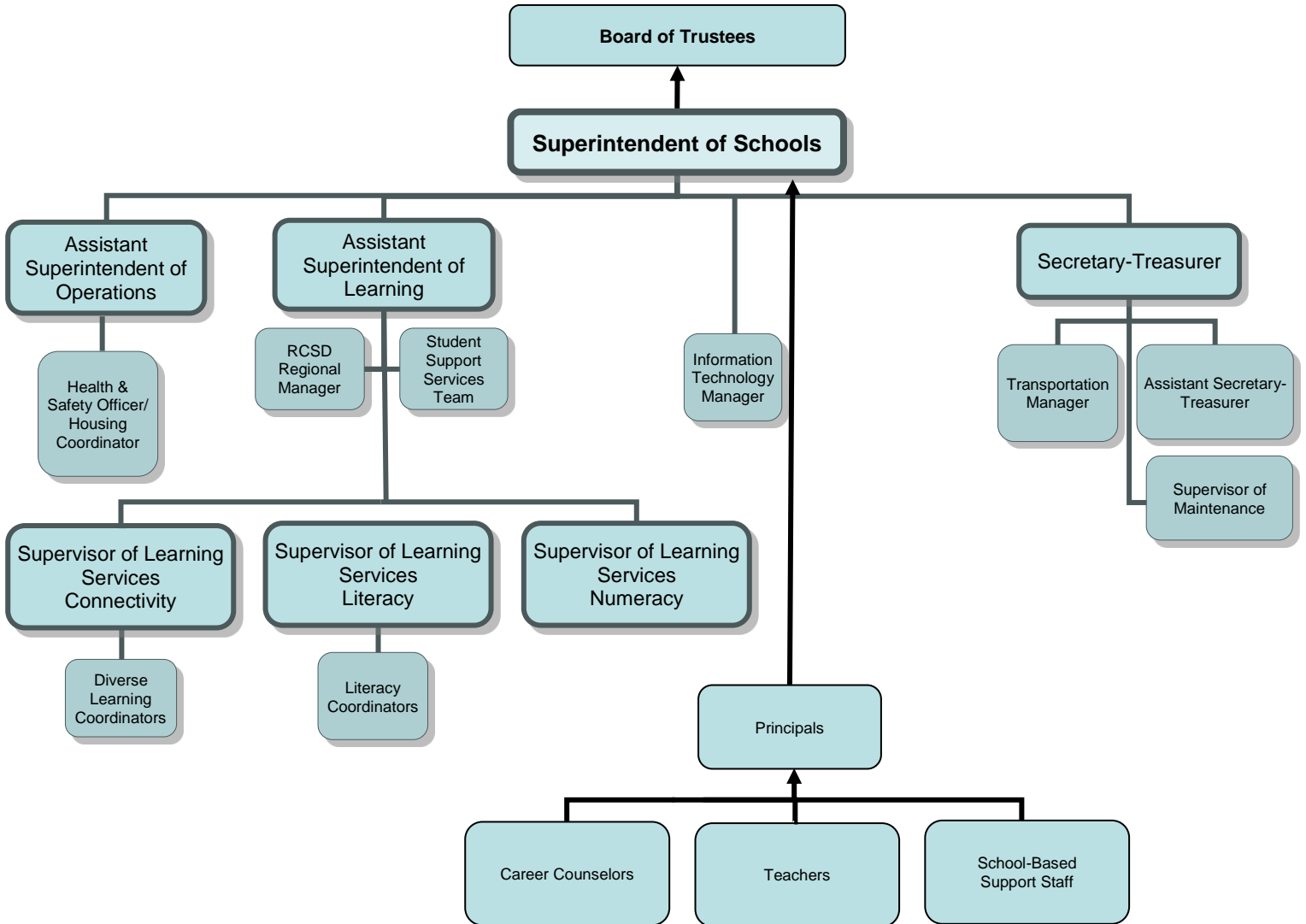
The Superintendent of Schools shall ensure that during his absence from the Division, a Superintendent-designate shall be named to deal with any emergent situations, which may arise.

The delegation of authority shall occur in the following order:

1. Assistant Superintendent of Operations
2. Assistant Superintendent of Learning
3. Secretary-Treasurer

Organizational Chart

The following organizational chart shows the administrative structure of the Fort Vermilion School Division.



Notes:

- Principals also report to the Assistant Superintendents, Secretary-Treasurer and Supervisor of Learning Services for matters pertaining to their corresponding departments. At any time, a principal can communicate with the Superintendent in any matter affecting their school.
- The Child's Circle, Mental Health Capacity Building, Community Helpers and Regional Collaborative Service Delivery Programs are governed by the Assistant Superintendent of Learning.

School Councils

Each school is required to have its own school council. School councils are advisory to the principal. A principal should use discretion about the level of control and decision making that a school council has. As a result, your decisions will set a precedent for your successor.

It is important for principals to create meaningful process which involves councils in school planning, results review and budget (see FVSD Appendices – Effective School Success Planning Guide). Without meaningful involvement, parents will consider this program to be ineffective and lose interest or they will oppose you as the principal of the school. Neither of these options is desirable for smooth operation of the school.

The solution then is to plan for meetings. If you are seeking their advice, prepare alternatives. There may be different solutions that come from the floor. Take it under advisement, look at the ramifications of that decision and bring it forward at the next meeting. You may even want a committee of the council to help you look at the alternatives. If you do not agree with the solution the school council is advising, let them know the reason why you have rejected the solution.

Remember, you are the principal of the school and are responsible for carrying out the wishes of the Board, the Department and your goals. Principals report to the Superintendent, not the school council.

Recommendations and Informational Items

1. Give your council some important aspects on the operation of the school to consult on.
2. Involve them in your budget process.
3. A parent committee may be established for the purpose of fundraising.
4. Let them celebrate the achievements of your students and staff.
5. Follow the *Act*, the *Regulations* and the Board's policy.
6. While from time to time councils may want to discuss actions of the Board or the Department, it is not their primary role. Try to have them focus on your school and advice to you.
7. Do not allow them to enter into discussions on problems with individual staff members or students.
8. They cannot be incorporated under the *Societies Act* or the *Companies Act*.
9. Council members cannot be paid.

Related Documents

1. Province of Alberta, *School Act*, Statutes of Alberta 2000, with amendments in force as of December 4, 2003; Section 22 (1) through (10)
2. School Council Regulation (Alberta Regulation 113/2007) (see FVSD Appendices)