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**ADMINISTRATIVE PROCEDURE 490**  
**DIRECTOR – HUMAN RESOURCES**  
**ROLE AND RESPONSIBILITY STATEMENT**

**Background**

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Director - Human Resources will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

**Procedures**

The Director - Human Resources will report directly to the Deputy Superintendent, Leadership Services and Human Resources and will have specific responsibilities for:

1. Leadership Practices
  - 1.1 The Director - Human Resources is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
  - 1.2 Actively demonstrates and subscribes to the practice of leadership.
  - 1.3 Works collaboratively with the Deputy Superintendent, Leadership Services and Human Resources.
  - 1.4 Monitors the achievement of the goals established for the department and the Division related to the duties of the position.
  - 1.5 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
  - 1.6 Works with the schools and within the department to implement strategies for enhancing student learning.
  - 1.7 Works to achieve goals approved by the Superintendent of Schools for the Division and the department.
  - 1.8 Plans, organizes, directs and evaluates the operations of human resources and personnel departments.
  - 1.9 Provides supervision, evaluation and supports to individuals reporting to this position.

## 2. Human Resources

- 2.1 Achieves the goals established for the Department of Human Resources.
- 2.2 Administers collective agreements and personnel contracts.
- 2.3 Advising or obtaining advice for the Deputy Superintendent, Leadership Services and Human Resources on the division's personnel matters.
- 2.4 Plans and conduct new employee orientation to foster a positive attitude toward organizational objectives.
- 2.5 Serves as a link between management and employees by handling questions, interpreting and administering collective agreements and helping resolve work-related problems.
- 2.6 Monitors assigned payroll activities and/or program components for the purpose of ensuring effective department functioning, coordinating activities and ensuring compliance with established financial and administrative requirements.
- 2.7 Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.

## 3. Personnel Management

- 3.1 Manages Department of Human Resources personnel.
- 3.2 Plans for and implements Department of Human Resources in-service programs.

## 4. Policy

- 4.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Deputy Superintendent, Leadership Services and Human Resources.

## 5. Other Duties and Obligations

- 5.1 Performs other duties and obligations as assigned by the Deputy Superintendent, Leadership Services and Human Resources

Developed: December 3, 2014