# **Organizational Responsibilities**

2023-24 School Year

## **Director of Education and Secretary of the Board**

**Heather Campbell** 

#### **Primary Responsibilities**

- System and Board Improvement Planning
- Communications
- Parent Engagement

- Indigenous Education
- Partnerships
- Mental Health & Wellness

**Superintendent of Business** 

Meghan Cox

**Primary Responsibilities** 

Transportation

Management

Management

Procurement

Audit

School Financial Data

**Privacy Information** 

Facility Master Plan

Strategic Enterprise Risk

**Budget** 

Systems



## **Superintendent of Education** Al McManaman

## **Primary Responsibilities**

- **Elementary Curriculum**
- **Early Years**
- French as a Second Language
- Safe Schools
- Special Education
- Speech-Language Programming

#### Schools / Programs

Kindergarten—Grade 8, except **Robert Moore School** 

## **Literacy Lead** Lynne Avis

#### **Primary Responsibilities**

K-12 Literacy

## **Special Education** Administrator

Heather Bridgeman-Swire

### **Primary Responsibilities**

- **Behavioural Therapists**
- **Autism Support Workers**
- Speech Language Pathologists

## **Superintendent of Education** Beth Fairfield

#### **Primary Responsibilities**

- Secondary Curriculum
- Alternative Education
- Equity and Inclusive Education
- Supervised Alternative Learning / Attendance

#### Schools / Programs

Grades 9-12

## **School Support Services**

### **Primary Responsibilities**

- Alternative Education Principal
- **Attendance Counsellors**
- Youth Outreach Workers
- Experiential Learning/OYAP Coordinator
- **Techways Coordinator**
- TELT/Secondary Curriculum Coordinator

**Indigenous Education Lead** 

Sarah Marusyk

**Primary Responsibilities** 

**Elementary and Secondary** 

**Programming and Support** 

Indigenous Education

# **Superintendent of Education**

**Brad Oster** 

### **Primary Responsibilities**

- Math Strategy
- School Year Calendar
- PD Day Planning

### Schools / Programs

Robert Moore School

### **School Support Services**

### **Primary Responsibilities**

STEM Coordinator

# **Managers, IT Services**

Stephen Danielson Cindy Glavish

### **Primary Responsibilities**

Information Technologies Design and Planning

**Mental Health Leader** 

Tracey Idle

**Primary Responsibilities** 

Mental Health & Addictions

Community, Regional &

**Provincial Collaborations** 

Strategy

# **Assistant Manager Financial** Services

Jono Irwin

## **Primary Responsibilities**

- **Financial Services**
- Enrolment
- **Childcare Agreements**
- Priorities & Partnership Funding

## **Finance Officer** Sydney Trimble

### **Primary Responsibilities**

- **Financial Reporting**
- **Financial Services**
- School Generated Funds

## **Executive Officer. Employee & Labour Relations** Kevin Knutsen

### **Primary Responsibilities**

- **Collective Bargaining**
- Attendance Management
- Staffing
- Benefits Management
- **Employee Relations**
- Hiring/Recruitment
- **Disability Management**
- Healthy & Accessible Workplace
- Leadership Development
- **New Teacher Induction Program**

## Manager, HR Carey Wolfe

#### **Primary Responsibilities**

- HR-related matters and functions
- **Human Resources** Support

# **Manager, Plant Operations** & Maintenance

**Travis Enge** 

### **Primary Responsibilities**

- Occupational Health & Safety
- **Facilities Planning**
- Accessibility
- Community Use of Schools

### Assistant Manager, P.O.M. Peter Gardiman

**Primary Responsibilities** 

Maintenance and **Caretaking Services** 

## **Lead, Capital Projects** Aimee Matheson

**Primary Responsibilities** 

**Capital Projects** 

# **Public Engagement, Communications & Privacy**

## **Primary Responsibilities**

- Community Use of Schools
- Media Relations
- **Graphic Design**
- **Internal Communications**
- Privacv

## Revised January 2024