

<b>JOB TITLE</b>	Governance Support Officer
<b>DEPARTMENT</b>	
<b>LOCATION</b>	Area Office (1, 2 and 4)
<b>REPORTS TO</b>	Area Superintendent, Division Coordinator (Chief Superintendent)
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

### POSITION SUMMARY

The Governance Support Officer (GSO) supports the three-tiered system of elected officials comprising School Committees, Area Advisory Committees, and the Board of Trustees. The GSO operates as a member of a team and provides support to school committees within their respective Area, as well as support to other assigned School Committees in other Areas. The GSO provides on-going support to all elected officials so they may be as effective as possible in meeting their responsibilities as outlined in legislation. Support includes development and implementation of resource materials, provision of direct training through the coordination and delivery of workshops and cooperative efforts with school, Area and Division administrators.

The GSO is responsible for the elections process within the Division as governed by Provincial legislation, Division policy, and the constitution and terms of reference of each School Committee. This elections responsibility includes both provincial and federal jurisdictions, and includes general elections every four (4) years, periodic by-elections, and appointments.

The GSO provides general support to school administrators and school committees in working together as a team. In addition, the GSO assists school administrators and Chiefs and Councils in the understanding and implementation of Education Agreements.

### QUALIFICATIONS

#### Education

- Grade 12
- One year post-secondary education in an appropriate field.
- Valid Manitoba Drivers' Licence.

#### Experience

- Three years experience working with elected officials and various levels of government.

#### Knowledge, Skills and Abilities

- Knowledge of public education system and provincial legislation pertaining to the school system.
- Knowledge of provincial legislation and Division policy.
- Knowledge of the operation of School Committees, Area Committees, Board of Trustees and Frontier School Division governance model.

- Knowledge and fluency in appropriate First Nation language.
- Excellent communication and conflict resolution skills.
- Ability to design and deliver training programs.
- Ability to deal with diverse groups and individuals including elected officials.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and as part of a team.

## **DUTIES AND RESPONSIBILITIES**

### Governance Support

- Develops training and resource materials in support of all elected officials.
- Conducts school and area committee orientation and training across the Division.
- Provides general support for school committee operations (meetings, minutes, annual grants, etc.), including policy interpretation and implementation.
- Assists in publishing a “School Committee Newsletter” three times per year.
- Conducts governance needs assessments, elected official role-enhancement surveys, and obtains input from focus groups.
- Assists all school committees in implementing their Board-approved “School Committee Year-at-a-Glance Schedule of Roles and Responsibilities, and Communication Plan” as outlined in The Public Schools Act.
- Assists all school committees in developing and implementing a yearly schedule, including outcomes, strategies, indicators, and results.
- Develops and conducts school committee effectiveness evaluations.
- Cooperates with other staff in planning and conducting training workshops.
- Assists in the planning and delivery of all aspects of the Annual School Committee Conference.
- Coordinates the review and possible revision of the Constitution and Terms of Reference for all school committees and area advisory committees.

### Elections (General and By-elections)

- Coordinates and conducts, consistent with Provincial legislation and Division policy and Board direction, general elections every four years.
- Coordinates and conducts, consistent with Provincial legislation and Division policy, by-elections and appointments.

### Staff Orientation, Training and Support

- Develops and implements training and orientation materials for school administrators so they may work as an effective team with elected officials.
- Provides information to all school staff members regarding the role of school committees and the working relationship between staff members and committees.
- Supports and clarifies roles, responsibilities, and working relationships to help implement “Charting the Future”, School Plans, and Community Reports.

### Education Agreement and Charting the Future Implementation Support

- Coordinates work with Chief Superintendent, Area Superintendent and Principal in support of the Education Agreement at the local level.
- Provides a liaison function with Chiefs and Councils and local school administrators to understand and implement Education Agreements.
- Assists school staff and school committees with the implementation of appropriate goals and strategies outlined in the Division’s strategic plan, “Charting the Future”.

## **CONTACTS**

Division, Area, and School personnel  
Elected officials (school, area, Division)  
External community and provincial agencies  
Government representatives, both provincial and federal  
Chiefs and Councils

## **WORKING CONDITIONS**

General office conditions.  
Extensive travel throughout the Division including transportation by ground and air.  
This is a 12 month per year position.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physical demands include lifting filing boxes up to 15 kg.  
Visual concentration and repetitive keyboarding tasks approximately 10-35% of the time.

## **EQUIPMENT USED**

General office equipment  
Personal computer and a variety of software packages  
Teleconference and audio-visual equipment