

## Senior Administrative Coordinator to the Director of Education

Permanent, full-time position

*This is a key role at the Peel District School Board (PDSB) and will be of interest to a professional with a strong commitment to public education, expertise in a broad range of administrative areas and a demonstrated understanding of equity, inclusion, anti-racism and anti-oppression. If you're this dynamic, self-motivated and highly organized Senior Administrative Coordinator, let's talk.*

Reporting directly to the Director of Education, you'll provide important administrative support to the Director or designate with the mandate set out in the PDSB Ministry Directives. Your understanding of the complex, reciprocal connections among various stakeholders will prove invaluable in your role as a key liaison in effectively managing and coordinating information flow between the Director and trustees, senior management, school administrators, employee groups, internal stakeholders, the public, community partners, the Ministry of Education and government offices.

You're a proactive systems thinker who can effectively manage multiple tasks, shifting priorities and urgent timelines, while maintaining strict confidentiality with all information shared verbally and in writing, internally and externally, with diverse stakeholders. You'll utilize your professional discretion to identify and disrupt systemic inequities in the course of your daily work, as well as mitigate potential issues through constant proactive awareness of emergent concerns and regular updates to the Director.

As **Senior Administrative Coordinator**, you'll follow up on key deliverables and associated timelines, organize internal and external meetings, including the agenda and background documentation, ensuring that the Director of Education is prepared with the required information and materials, and recommend, develop and implement efficient work processes to ensure the daily completion of tasks. A creative problem-solver, you'll research, prioritize, and follow up on issues and concerns addressed to the Director of Education, and determine the appropriate course of action. Exercising initiative and good judgement, you'll draft correspondence and acknowledgement letters, coordinate special projects, manage and prepare the department's administrative operating budget, supervise the Director's Office administrative staff, and handle other tasks that facilitate the Director's ability to effectively lead the organization.

### EXPERIENCE AND QUALIFICATIONS

With your five (5) to seven (7) years of experience in progressively responsible positions, backed by a diploma related to Executive Office Administration, or Business Administration, or a combination of equivalent education, training and related experience providing senior administrative support, you're more than adequately prepared for this mandate. As Senior Administrative Coordinator to the Director of Education, you'll also call upon the following strengths and abilities on a regular basis:

- Certification with the Association of Administrative Professionals (an asset).
  - Comprehensive knowledge and understanding of Ministry of Education and school board policies and procedures.
  - Strong commitment to equity, inclusion, anti-racism and anti-oppression.
  - Knowledge and understanding of the Board's mission, annual plan, policies, and directives.
  - Superior ability to manage multiple tasks and prioritize with an eye to consistently produce high-quality work and meet deadlines in a demanding environment.
  - Highly developed interpersonal skills, with an emphasis on teamwork, problem-solving, decision-making, conflict resolution and client service.
  - Skills and capacities to uphold Human Rights and address systemic anti-Black racism and other forms of discrimination.
  - Excellent written and verbal communication skills, and meticulous attention to detail and proofreading abilities.
  - Creative problem-solving skills and sound professional judgement, with the ability to maintain confidentiality to sensitive matters and public concerns and issues.
  - Thorough knowledge and understanding of the complex and reciprocal connections among different stakeholders.
  - Extensive knowledge and advanced skills in computer software and standard office equipment, including Microsoft Office applications, familiarity with HRIS system, accounting/budget software,
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and practical knowledge of budget management processes.

**NOTE:** This position requires the availability and flexibility to work outside of regular business hours when required.

**Salary range:** \$75,529 - \$94,414 per annum (Under Review)

To apply for this position as Senior Administrative Coordinator to the Director of Education, please complete an online application through [Apply to Education.com](https://applytoeducation.com). Your completed application package on Apply to Education must include your cover letter, resume and supporting educational credentials. **Applications must be received no later than 4:30 p.m., Monday, February 22, 2021.**

***The Peel District School Board (PDSB) is a racially, culturally and linguistically diverse board that serves 155,000+ students and approximately 17,000 employees. We have 257 schools, 217 of which are elementary and 42 are secondary. In PDSB, 87% of students are racialized, non-white, representing 162 different ethnic backgrounds. Students in Peel have 121 different first languages. Student diversity also exists in terms of gender and gender expression, sexuality, ability and faith. A responsive and empathetic understanding of the lived experiences of the students and communities we serve is vital to those who will take on leadership roles within the PDSB. The workforce consists of teachers, office staff, custodial staff, education assistants and professional staff. The workforce is largely unionized, with the majority of employees belonging to numerous bargaining units. The Board's strategic plan includes four pillars: high expectations for achievement; parent, community and staff engagement; equity and inclusion; and safe, positive healthy climate/well-being. Although Equity and Inclusion is a separate pillar within the strategic plan, equity and inclusion is also the lens through which all areas of the strategic plan must be seen, internalized and understood. The Board is committed to equity, inclusion, and dismantling systemic inequities that lead to marginalization and oppression of students from specific identity groups and with certain lived experiences.***

*We appreciate the interest of all applicants, but will only be interviewing selected candidates.*

*For the safety of students, successful candidates will be required to submit a satisfactory [criminal record check](#) prior to the commencement of any employment duties. Recent changes made by the RCMP have resulted in significant processing delays for some candidates. You may wish to start the process to obtain your criminal record check as soon as possible.*

### **Commitment to Equity, Anti-Oppression and Anti-Racism**

The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will provide reasonable accommodation (e.g. an accessible location, rescheduling of interviews that fall on Days of Significance etc.) based on any of the human rights protected grounds, during the hiring process if advised in advance.

We are also committed to inclusion, anti-oppression and anti-racist practices while also supporting the continuous growth and development of an equitable and empowered education system at the PDSB.

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