

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD
SENIOR ADMINISTRATION PORTFOLIOS (effective September 2017)**

**ERIN KELLY
Director of Education**

System Responsibilities

- Chief Executive Officer
- Board Strategic and Improvement Planning
- Board Coordination and Support
- Liaison with Federations and Unions
- Board's Procedural By-Laws
- Liaison with Ministry of Education
- Accommodation Planning
- Personal Service Contract for Superintendents, Principals, and Vice-Principals
- Greater Essex County Parent Involvement Committee Liaison
- Budget Planning
- Policy, Regulation, Administrative Procedures Development Implementation, Maintenance and Review
- Employee Recognition Programs

Staffing

- Senior Administration
- System Organizational Structure

Community/Provincial Liaison

- Council of Ontario Directors of Education
- Faculty of Education (General Liaison/Teacher Education Advisory Committee)
- Regional Education Council
- Community Liaison/Communications
- United Way

JEFF HILLMAN Superintendent of Education – School Effectiveness/Parent Engagement Admin Assistant – Beth Silverio	VICKI HOUSTON Superintendent of Education – Student Success and Alternative Education Admin Assistant – Deb Primeau	SHARON PYKE Superintendent of Education – Student Well-Being (Safe Schools, Equity, Healthy Schools, Mental Health) Admin Assistant – Trish Del Papa	JOHN HOWITT Superintendent of Education – Elementary Staffing and Information Technology Admin Assistant – Lisa Scherer	TODD AWENDER Superintendent of Education – Accommodations Admin Assistant – Christine Breshamer	LYNN MCLAUGHLIN Superintendent of Education – Special Education Admin Assistant – Peggy Russette	CLARA HOWITT Superintendent of Education – Program and Professional Learning Admin Assistant – Anna Pavia	CATHY LYND Superintendent of Business & Treasurer Admin Assistant – Tammy Meloche	PAUL ANTAYA Superintendent of Education - Human Resources Admin Assistant – Marilyn Paterson
<p>Belle River Family of Elementary Schools Belle River, Centennial, Lakeshore Discovery</p> <p>Tecumseh Family of Schools A.V. Graham, D.M. Eagle, Tecumseh Vista Academy (Elementary)</p> <p>Riverside Family of Elementary Schools Dr. David Suzuki, Eastwood, Forest Glade, Hetherington, Parkview, Princess Elizabeth</p> <p>Westview Family of Elementary Schools Brock, Dougall, Marlborough, and West Gate</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • School Effectiveness • Student Exchange • School Year Calendar • Parent Involvement • Request to Conduct Research with Staff and/or Students • Field Trip Policy and Approvals • Associate Teachers (Elementary) <p>Program Support</p> <ul style="list-style-type: none"> • International Languages <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • Faculty of Education Liaison (Elementary Practice Teaching Placement) 	<p>Secondary Schools Herman (Secondary) Kingsville District High School Leamington District SS Essex District High School Riverside Walkerville Westview Western</p> <p>PASS/Adult and Continuing Education</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • Student Success, Specialist High Skills Major, OYAP • Dual Credit • Collective Agreement Administrator and Negotiations Liaison for Secondary Teachers, Secondary Occasional Teachers and Continuing Education Instructors • Secondary Out-of-District Approvals • EQAO Provincial Assessments Secondary • Summer School • E-Learning • Adult Literacy and ESL • Cooperative Education and Guidance • Alternative Education • Scholarship Coordination (Awards) <p>Staffing Allocation</p> <ul style="list-style-type: none"> • Adult and Continuing Education • Secondary PAR • Secondary Teachers • Secondary Occ. Teachers Committees • Student Recruitment and Retention <p>Community Liaison</p> <ul style="list-style-type: none"> • Faculty of Ed Liaison Con Ed and Secondary Practice Teacher Placement • Associate Teachers (Secondary) <p>Program Support</p> <ul style="list-style-type: none"> • International Students • International Baccalaureate 	<p>Secondary Schools Belle River District HS General Amherst HS Kennedy Tecumseh Vista (Secondary) Massey Sandwich Secondary</p> <p>Agency Schools</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • Mental Health Lead • Safe Schools – Violence Prevention / Suspension and Expulsion Liaison • Bullying Prevention and Intervention Committee • Safe Schools Steering Committee • Crisis Response Support Team • Threat Risk Assessment • Attendance • Home Schooling • Temporary Instruction • Exclusion / Modified Day • Equity and Inclusion • Religious Accommodations • Diversity • Change Your Future Program • Faculty of Education Liaison – Urban Education • Restorative Justice <p>Committees</p> <ul style="list-style-type: none"> • Supervised Alternative Learning <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • Police Liaison • Equity and Inclusion Liaison • Emergency Response • Health Unit Liaison • Community Development/ Student Nutrition • U of W Nursing Student Liaison • St. Clair College Dental Nurses Liaison • Poverty Reduction Roundtable • Liaison with Ministries (Health and MCYS) • Mental Health Liaison • ASSIST Student Mental Health 	<p>Massey Family of Elementary Schools Central, Glenwood, Northwood, Southwood, Roseland, Talbot Trail</p> <p>Leamington Family of Elementary Schools East Mersea, Gore Hill, MD Bennie, Mount Carmel-Blytheswood, Queen Elizabeth</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • Information Technology: Administrative Computers, Business Function Support Computers, Community Partnerships, Instructional Computers • Collective Agreement Administrator and Negotiations Liaison – Elementary Teachers and Elementary Occasional Teachers • System Principal and Vice-Principal Meetings <p>Staffing</p> <ul style="list-style-type: none"> • Information Technologies Services Staff • Elementary Teachers • Elementary Occasional Teachers • Principal & Vice-Principal Process & Placements <p>Committees</p> <ul style="list-style-type: none"> • Technology Council • Student Recruitment and Retention 	<p>Herman Family of Elementary Schools Coronation, Davis, Ford City, Herman (Elementary) Maxwell, Roseville</p> <p>Sandwich Family of Elementary Schools Bellewood, Giles Campus FI, LaSalle, Sandwich West, Prince Andrew</p> <p>Kingsville/Harrow Family of Elementary Schools Harrow PS, Jack Miner/Pelee Island, Kingsville PS</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • School Effectiveness • Accommodation Planning, Reporting and Development • New School Design and Development • Closed and Open Boundaries • Boundary Re-Alignment <p>Program Support</p> <ul style="list-style-type: none"> • Elementary Out of District • Inter School Sports (Elementary and Secondary) <p>Committees</p> <ul style="list-style-type: none"> • PARC Committee • Accommodation Advisory Committee <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • Capital Branch ARC Development Liaison 	<p>General Amherst Family of Elementary Schools Amherstburg, Anderdon and Malden</p> <p>Essex Family of Elementary Schools Colchester North, Gosfield North, Essex</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • Appeals–System IPRCs, Hard to Serve Committee Chair • Annual Special Education Report • Collective Agreement Administrator and Negotiations Liaison – PSSP, ESS • Implementation of Spec Ed Standards for MOE • Special Education Staff Development and Training • Special Education Funding • Liaise with Transportation for Special Education Students • LSTs, Spec Ed Teachers, Spec Ed Service Staff PD • AODA • Workplace Violence <p>Staffing Allocation</p> <ul style="list-style-type: none"> • ESS (CYW, DSW, EA, SWHL, ECE) • Special Education Teachers • Special Education Services Staff (PSSP) <p>Program Support</p> <ul style="list-style-type: none"> • Learning for All Initiative • Curriculum/Learning Resources Review, Development and Implementation for Spec Ed • SEA Equipment for Special Education • LST Initiatives • Standardized Testing • Technology/Software Special Education <p>Committees</p> <ul style="list-style-type: none"> • Administrative Liaison to SEAC • Technology Council <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • Provincial Demonstration School Liaison • St. Clair College Program Liaison 	<p>Kennedy Family of Elementary Schools Campbell, McWilliam, Queen Victoria</p> <p>Walkerville Family of Elementary Schools Beaton, Begley, King Edward, Prince Edward</p> <p>System Responsibilities</p> <ul style="list-style-type: none"> • OFIP • EQAO Provincial Assessments Elementary • Character Development • NTIP Lead • Professional Learning • JK and SK Registration • Early Learning Program • Child Care Program/Best Start Liaison • Student Leadership • Leadership Development • ELL, Tutors, Newcomer Reception Centre • Change Your Future Program – Aboriginal • Aboriginal Education <p>Staffing</p> <ul style="list-style-type: none"> • Program Staff <p>Program Support</p> <ul style="list-style-type: none"> • Curriculum/Learning Resources Review, Development and Implementation • Student-Led Walkthroughs • Assessment Framework Committee • Courier Services • CanCopy AV Licensing • Media Services <p>Committees</p> <ul style="list-style-type: none"> • Administrative Liaison to Education Committee • French Immersion Committee • Technology Council <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • Faculty of Education • University/St. Clair College Program Liaison • OPSOA Liaison • Aboriginal Education – Lead 	<p>System Responsibilities</p> <ul style="list-style-type: none"> • Acquisition and Disposal of Property/Land Use Planning • Budget Preparation and Control • Internal and External Audits • Capital Projects • Charitable Donations • Child Care - Lease and Facility Issues • Collective Agreement Administrator and Negotiations Liaison for Custodial and Maintenance, Skilled Trades and LESE • Finance and Administrative Services (Accounting, Payroll/ IPPS, Accounts Payable and Receivable, Office Services) • Financial Liaison/ Support for all Contract Negotiations • Insurance • Leases • Legal Services – Business/ Corporate • Occupational Health & Safety • Plant/Facility Services: Planning, Administration and Supervision • Purchasing • Coordination of Finances for Scholarships • System Finance and Reporting • Administration Building • Transportation <p>Staffing Allocation</p> <ul style="list-style-type: none"> • Custodial/Maintenance, Skilled Trades <p>Committees</p> <ul style="list-style-type: none"> • Administrative Liaison to Operations and Finance Cttee • Technology Council • Executive Committee Transportation Consortium <p>Community/Provincial Liaison</p> <ul style="list-style-type: none"> • City/School Board Liaison Committee • County/School Board Liaison Committee • Essex DHS Athletic Complex Operating Committee • Municipal Liaison 	<p>System Responsibilities</p> <ul style="list-style-type: none"> • Benefits Administration • Administration of Terms and Conditions for NBE • Collective Agreement/Contract Administrator for CUPE 1348 Office, Clerical and Technical • Long Term Leaves of Absence (Elementary) • Long Term Leaves of Absence (Secondary) • Teacher Evaluation Process Elementary and Secondary • Human Rights • Joint Employee Assistance Program • Legal Services: Grievances and Arbitrations • Municipal Freedom of Information and Protection of Privacy Act Officer • Pay Equity • Records Management • Attendance Support & Disability Management • Workplace Safety Insurance Board (WSIB) • Workplace Harassment • Principal and Vice-Principal Application Process • Principal Performance Appraisal <p>Staffing</p> <ul style="list-style-type: none"> • Secretarial/Clerical • NBE • ESS <p>Negotiations</p> <ul style="list-style-type: none"> • Teaching and Non-Teaching Contract Negotiations • Non-Teaching Staff Negotiations <p>Committees</p> <ul style="list-style-type: none"> • Technology Council