

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**  
**SENIOR ADMINISTRATION PORTFOLIOS (effective September 2018)**

**ERIN KELLY**  
**Director of Education**

**System Responsibilities**

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

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**Director of Education**

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**Staffing**

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