



## ST. JAMES-ASSINIBOIA SCHOOL DIVISION

### MISSION STATEMENT

*We are a leading an innovative learning community that will enable students to succeed as life-long learners in an ever-changing world. In fulfilling our purpose and journeying towards our vision, St. James-Assiniboia School Division will aim to provide a meaningful, inclusive, and caring educational environment so that students are prepared to be responsible citizens in a democratic society.*

## AGENDA

### Meeting of the St. James-Assiniboia School Division Board of Trustees

Bruce Chegus Boardroom, Aidan Conklin Building, 2574 Portage Avenue

**February 6, 2024**

**7:00 p.m.**

**Meeting No. 02-24**

Organizational By-Law 329-23 govern meeting procedures of the St. James-Assiniboia School Division Board in accordance with the Public Schools Act, Sec. 33: "each school board shall pass by-laws establishing rules of procedure for the guidance of the school board in the conduct of its meetings."

### CALL TO ORDER/ATTENDANCE

The community of St. James-Assiniboia has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabeg, the Ininewak, the Dakota, the Dene, and Anishinewak peoples. It is the birthplace and homeland of the Red River Métis nation. It is also home to members of the Inuit nation. Our community is bound by Treaty One.

Our water flows from Shoal Lake 40 First Nation in Treaty Three, and our buildings are powered by Northern Manitoba in Treaty Five. We are all tied together through the treaties that were signed across these lands. These treaties come with a responsibility- to the land, the waters, the animals, and each other. We are committed to honour and learn about the true history of this place, and to do our parts to move our community forward in a true spirit of justice and reconciliation.

### RECESS TO COMMITTEE OF THE WHOLE IN-CAMERA

### RETURN TO REGULAR MEETING

### ADOPTION OF MINUTES

Board Meeting of January 9, 2024

### REPORT ON EDUCATION

Hedges Middle School – Fostering a Sense of Belonging, Connection and Wellbeing

---

**TRUSTEE STATEMENTS**

---

Trustee Holly Hunter – Meeting with Minister Renée Cable Update  
Trustee Tara Smith – Assiniboia Chamber of Commerce

---

**HEARING OF DELEGATIONS**

---

*There are no registered delegations.*

---

**COMMITTEE REPORTS**

---

Community Engagement Committee – January 16, 2024  
Human Resources/Governance Committee – January 16, 2024  
Committee of the Whole Pre-Budget – January 17, 2024  
Committee of the Whole Education – January 23, 2024  
Committee of the Whole Finance/Facilities – January 23, 2024

---

**TRUSTEE COMMITTEE UPDATES**

---

Indigenous Advisory Council – January 10, 2024  
Awards and Scholarship Committee – January 18, 2024  
Meeting with PC MLA – January 24, 2024

---

**REPORT OF THE SUPERINTENDENT**

---

---

**REPORT OF THE SECRETARY-TREASURER/CHIEF FINANCIAL OFFICER**

---

---

**CORRESPONDENCE**

---

**Action Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. Memo re: Procedures for Appeals to Boards
  - b. Distribution of Board Ballots

**Information Correspondence**

1. Manitoba School Boards Association (MSBA)
  - a. E-News January 24, 2024
  - b. Executive Highlights January 15, 2024
  - c. 2024 Student Citizenship Awards Package
  - d. Funding for National Food School Program
  - e. Frontier School Division Chief Superintendent Designate
  - f. Holocaust & Human Rights Symposium
  - g. Manitoba Down Syndrome Society Sock Design Contest
  - h. Share Your Priorities for Manitoba's 2024 Budget
  - i. MSBA Annual Convention Memo & Program Update
2. Manitoba Education and Early Childhood Learning
  - a. Mandatory Reporting of Child Protection and Child Abuse Protocols
  - b. Teaching Certificates and Qualifications Regulation Amendment

- c. Teachers' Idea Fund
  - d. Universally Accessible School Nutrition Program
  - e. 2024/2025 Funding Information
  - f. Canadian Student Alcohol and Drugs Survey
- 3. Minister of Education and Early Childhood Learning
  - a. Inclusive Education Month February 2024
  - b. I Love to Read Month February 2024
  - c. Teacher and Staff Appreciation Week February 11-17, 2024
  - d. 2024/2025 Funding Announcement
- 4. Member of Parliament, Leah Gazan, Response Email to Letter Sent re: Bill C-322  
National Framework for a School Food Program Act

---

**UNFINISHED BUSINESS/BUSINESS ARISING FROM THE MEETING**

---

- 1. First Reading – By-Law 331-24 Amending By-Law 329-23 Board Organizational By-Law
- 2. First Reading – By-Law 332-24 – Religious Instruction at Strathmillan School

---

**AGENDA-BASED QUESTIONS FROM THE PUBLIC**

---

(This time is allocated to hearing questions from the public regarding items on this agenda.)

---

**TRUSTEE PD SUMMARIES**

---

*There are no Trustee PD Summaries.*

---

**NEW BUSINESS**

---

- 1. Trustee Rachelle Wood – National School Food Program

---

**RECESS TO COMMITTEE OF THE WHOLE IN CAMERA**

---

---

**REPORT OF THE COMMITTEE OF THE WHOLE**

---

---

**ADJOURNMENT**

**St. James-Assiniboia School Division**

**COMMUNITY ENGAGEMENT COMMITTEE REPORT - NO. 4 – 23-24**

**January 16, 2024**

**MEETING HELD:** Tuesday, January 16, 2024, at 11:45 a.m. via Microsoft Teams

**PRESENT:** Tara Smith, Chair  
Angela Dunn, Trustee  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Cheryl Smukowich, Trustee  
Holly Hunter, Chair of the Board  
Jordana Buckwold, Assistant Superintendent  
Michelle Lancaster, Communications Officer

**REGRETS:** NIL

**DISCUSSIONS AND RECOMMENDATIONS**

**1. Call to Order / Attendance**

Trustee Tara Smith called the meeting to order at 11:45 a.m. Attendance recorded above.

**2. Approval of Agenda**

The agenda was approved as distributed.

**3. Community Engagement with Business Community**

The Committee discussed organizing a meeting with the Chamber of Commerce and potential agenda items.

**The Community Engagement Committee recommends:**

**That the item Community Engagement with Business Community be referred to the Committee of the Whole.**

**4. Intersectoral Consultation with Regional Agencies**

The Committee discussed consulting with regional agencies such as WRHA, Southern Chiefs, Neighbourhood Associations. Further discussion will take place at the next Community Engagement Committee meeting.

**5. Planning of a Spring Community Forum**

The Committee determined that a spring community forum was not required for this year.

**6. Fall Budget Community Consultation**

The Committee discussed holding a fall budget community consultation and possible dates and locations for the event.

**The Community Engagement Committee recommends:**

**That the Board of Trustees holds a fall budget community consultation event,**

**And further,**

**That Senior Administration provide possible dates and locations.**

**7. Date of the Next Meeting**

The next meeting is Tuesday, March 12, 2024 at 11:45 a.m.

**8. Adjournment**

The committee adjourned at 12:18 p.m.

Minutes submitted by Tara Smith, Committee Chair

Minutes recorded by Jordana Buckwold, Assistant Superintendent



## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE HUMAN RESOURCES/GOVERNANCE COMMITTEE No. 01-24**

---

#1796430

Meeting Held: Tuesday, January 16, 2024, Teams, 5:30 p.m.

Present: Cheryl Smukowich, Committee Chair  
Holly Hunter, Board Chair  
Sandy Lethbridge, Board Vice Chair  
Michael Cabral, Trustee  
Rachelle Wood, Trustee

Jenness Moffatt, Superintendent  
Carrie Melville, Secretary-Treasurer/Chief Financial Officer  
Carrol Harvey, Manager, Human Resources  
Bruce Brown, Assistant Secretary-Treasurer

Regrets: Nil

#### **DISCUSSION AND RECOMMENDATIONS:**

##### **1. Call to Order/Attendance**

The meeting was called to order at 5:30 p.m. Attendance recorded above.

##### **2. Approval of the Agenda**

The agenda was approved as distributed.

##### **3. Personnel Report to the Board**

The Committee reviewed the personnel report updated to January 12, 2024.

##### **4. Special Personnel Report to the Board re Term MANTE Hires September – December 2023**

The Committee reviewed the report of MANTE term hires not previously reported. Moving forward, all term hires will be included in the regular report.

##### **5. Excluded Group Revised Job Descriptions (Next Steps re: Compensation Review)**

As next steps in the compensation review of the excluded group of staff, the Committee reviewed all excluded group job descriptions that were streamlined to focus on only the main work required for the position and to not exceed two pages in length. The Committee recommended adding "An equivalent combination of education and experience may be acceptable to the Division" under the Required Education and Experience section in each job description.

**The Human Resources/Governance Committee recommends:**

**That revisions to all excluded support staff positions be approved as recommended. (Appendix A)**

**And further;**

**That corresponding changes to Policy GCBBA Excluded Staff – Compensation and Benefits, the listing of excluded support staff positions, and Policy CCA Organizational Chart be approved. (Appendix B)**

**And further;**

**That the following job descriptions be archived:**

- **AP2-21 Mental Health Worker**
- **AP5-10 Division-Wide Hardware/Software Technician**
- **AP5-17 Project Officer II**
- **AP5-22 Electrician 2**
- **AP5-4 Senior Management Secretary**
- **AP5-6 Senior Management Secretary**

The meeting was adjourned at 6:00 p.m.

**Next Meeting: Tuesday, March 12, 2024, at 5:30 pm.**

Report presented by Cheryl Smukowich, Chair, Human Resources/Governance Committee  
Minutes recorded by Carrol Harvey, Manager, Human Resources

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**CBA/AP1-1**

#114092

CCA

**DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT**

**POSITION TITLE: SUPERINTENDENT/CHIEF EXECUTIVE OFFICER**

**REPORTS TO:** St. James-Assiniboia School Division Board

**SUPERVISES:** All Non-Financial Central Staff and all School-Based Staff

**JOB SUMMARY:** To provide strategic leadership of the Division by working together with the governing Board of Trustees, the Secretary-Treasurer/Chief Financial Officer, and the senior administrative team to determine and lead the educational direction of the school system.

**KEY ACCOUNTABILITIES:**

1. To meet all directives of the Public Schools Act as well as those from Manitoba Education and Early Childhood Learning.
2. To oversee the delivery of programs and services, employees, properties and services within the Division and to hold final administrative authority for the execution of Board policies, regulations and directives.
3. To provide leadership for effective development and implementation of curriculum, and all aspects of teaching and learning.
4. To establish a framework for teaching, learning and assessment for all students and to ensure the educational program meets the needs of all students.
5. To establish a high-performance organization with dedicated, skilled, engaged and student-focused team members, excellent programming and supportive student services and strong fiscal stewardship and investment of resources.
6. To work alongside the Board in its commitment to an equity focus to impact policy, administrative action, instructional practice and representation.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	1 of 3
		Motion 01-01-01	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****CBA/AP1-1**

7. To provide leadership throughout the Division, using an equity lens, to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.
8. To assist in establishing and maintaining a focus on the shared vision of the education for the Division and to collaborate with the Board in enacting its responsibilities, including its vision, and its policies in relation to learning, resource management and policy development.
9. To lead the multi-year strategic planning process and provide direction for divisional planning initiatives, including ensuring effective systems to demonstrate achievement.
10. To interpret policies, mandates and requirements in ways that maintain the congruence between the divisional vision, values, legislated obligations and practice.
11. To provide information and recommendations to the Board to facilitate decision-making.
12. To understand and model professionalism and the values described by the organization's strategic plan, demonstrate ethical behaviour and exercise moral leadership.
13. To oversee the Board's meeting agendas in collaboration with the Chair of the Board (or designate), and to be responsible for any action items, correspondence, and communications that arise from such proceedings.
14. To supervise the deployment and management of divisional resources in accordance with goals, policies and direction with overall authority and responsibility for all personnel-related matters, building operations and maintenance and research and planning.
15. To monitor the development, application and revision of policies and procedures to ensure relevance and congruency with Divisional values and mandates and legislated obligations.
16. To develop effective communication strategies and to maintain positive relationships with all stakeholders, including parents/caregivers, community members, civic and provincial authorities and external organizations.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	2 of 3
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****CBA/AP1-1**

17. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Privacy Officer for the Division.

18. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's degree in Education
- Significant School Division leadership experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
24/Apr/75		6/Feb/24	3 of 3
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-7**

LL 1361664

CCA  
AFA/CBB  
AFA-E/CBB-E

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** **SECRETARY-TREASURER/  
CHIEF FINANCIAL OFFICER**

**REPORTS TO:** St. James-Assiniboia School Division Board

**SUPERVISES:** All Financial Staff

**JOB SUMMARY:** To direct, administer, coordinate and monitor the financial and business affairs of the Division in such a way as to provide the best possible educational services within the financial resources available.

**KEY ACCOUNTABILITIES:**

1. To meet all directives of the Public Schools Act as well as those from Manitoba Education and Early Childhood Learning.
2. To direct, manage and coordinate the budget control system and assume responsibility for budget development and long-range financial planning.
3. To assist the Superintendent/Chief Executive Officer in maintaining a positive and effective relationship with civic and provincial authorities, community members and external organizations.
4. To hold the school administrators, managers and supervisors accountable for their annual budgets and the financial operations of the schools and departments.
5. To manage the internal auditing program for all Division funds and implement additional internal controls as required.
6. To arrange for the external audit of Division accounts and work closely with independent auditors as the Board may engage from time to time to meet its legal obligations for ensuring sound fiscal controls.

ADOPTED	REVIEWED	REVISED	PAGE
09/Feb/88		6/Feb/24	1 of 3
Motion 66-88		Motion 01-03-23	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-7**

7. To supervise the collection, safekeeping and distribution of all funds. This includes receiving all monies payable to the Division and disbursement in the manner directed, as well as managing the payment of all accounts and payroll statements that are payable by the Division.
8. To approve payment, under final certificates, for payments in respect to contracts awarded by the Board.
9. To provide all necessary reporting to the Board and to Manitoba Education and Early Childhood Learning.
10. To provide information and recommendations to the Board to facilitate decision-making.
11. To interpret and report on the financial position of the Division to the community.
12. To direct and manage the fixed asset inventory control system.
13. To act as a signing officer for the Division.
14. To direct and manage the Division's real estate (vacant buildings, leases, permits) and the Division's insurance program.
15. To lead the process of implementing required changes related to salary and benefit enhancements for all staff.
16. To serve as the main Divisional resource on the Non-Teaching Retirement Plan Committee and work closely with the Pension Administrators to ensure due diligence.
17. To organize the appointment of a Senior Election Official for Trustee elections; and organize the new Trustee orientation sessions as requested by the Board.
18. To complete tax notice requirements and submissions,
19. To assume other responsibilities as required.

ADOPTED	REVIEWED	REVISED	PAGE
09/Feb/88		6/Feb/24	2 of 3
Motion 66-88		Motion 01-03-23	

**REQUIRED EDUCATION AND EXPERIENCE:**

- Chartered Professional Accountant in good standing
- Knowledge of FRAME, PSAB, CPA Canada handbook and sales tax regulations
- Significant related experience at a senior level
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
09/Feb/88		6/Feb/24	3 of 3
Motion 66-88		Motion 01-03-23	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-4**

#80185

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS****POSITION TITLE: ASSISTANT SUPERINTENDENT****REPORTS TO:** Superintendent/Chief Executive Officer**SUPERVISES:** School Administrators, Divisional Administrators and all Non-Financial Administrative and Supervisory staff as designated by the Superintendent/Chief Executive Officer**JOB SUMMARY:** To assist the Superintendent/Chief Executive Officer with all Divisional operations and to assist in providing strategic leadership to the Division by working together with the Board, the Secretary-Treasurer/Chief Financial Officer, and the senior administrative team to determine and lead the educational direction of the school system.**KEY ACCOUNTABILITIES:**

1. To assist in the leadership of the effective development and implementation of curriculum, and all aspects of teaching and learning.
2. To assist in establishing a framework for teaching, learning and assessment for all students and to ensure the educational program meets the needs of all students.
3. To work alongside the Board in its commitment to an equity focus to impact policy, administrative action, instructional practice and representation.
4. To provide leadership throughout the Division, using an equity lens to promote the welfare and inclusion of all students within the diverse and multicultural context of a public education system and its communities.
5. To contribute to the multi-year strategic planning process and provide direction for divisional planning initiatives, including ensuring effective systems to demonstrate achievement.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	1 of 3
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-4**

6. To interpret policies, mandates and requirements in ways that maintain the congruence between the divisional vision, values, legislated obligations and practice.
7. To support the enhancement of divisional leadership capacity, through support and mentorship for new and aspiring school leaders.
8. To provide information and recommendations to the Board to facilitate decision-making.
9. To participate in the Board's meeting process and to share responsibility for any action items, correspondence, and communications that arise from such proceedings with the Superintendent/Chief Executive Officer.
10. To develop effective communication strategies and to maintain positive relationships with all stakeholders, including parents, community members and external organizations.
11. To act as a direct liaison between the Superintendents' department and school administrators.
12. To oversee development of related budgets and to monitor budgets to ensure Board policy and procedures are followed.
13. To assist with the preparation of relevant documents for reporting data as required by the Educational Information System and the Public Schools Act regulations.
14. To ensure Kindergarten to Grade 12 curriculum is implemented and monitor student progress through the gathering and analysis of school and divisional data.
15. To participate in the selection and supervision processes of divisional staff as required
16. To monitor existing programs, assessment practices and instructional strategies and implement changes as required to meet the needs of all students.
17. To foster a commitment to continuous improvement, ongoing professional development and learning communities across the Division.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	2 of 3
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-4**

18. To approve educational field trips within Canada.

19. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's degree in Education
- Significant School Division leadership experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
01/Apr/93	31/Jan/18	6/Feb/24	3 of 3
		Motion 01-01-01	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-8**

LL 88966

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION: ASSISTANT SECRETARY-TREASURER**

**REPORTS TO:** Secretary-Treasurer/ Chief Financial Officer

**SUPERVISES:** Financial Staff as designated by the Secretary-Treasurer/Chief Financial Officer

**JOB SUMMARY:** To assist the Secretary-Treasurer/Chief Financial Officer in directing, administering, coordinating and monitoring the financial and business affairs of the Division in such a way as to provide the best possible educational services within the financial resources available.

**KEY ACCOUNTABILITIES:**

1. To assist the Secretary-Treasurer/Chief Financial Officer in the development of the annual budget; including preparing salary, benefit, supplies, services and equipment forecasts at regular intervals.
2. To prepare audit and budget FRAME settlements for Operating, Capital and Special Purpose funds.
3. To prepare financial statements, reconciliations, and analysis for March 31 Public Sector Accounting Compliance Audit.
4. To monitor and maintain Capital Fund accounts, and prepare year end working papers for Capital accounts.
5. To calculate and verify the accuracy of all salary grids; and to review and authorize payroll registers including returns and remittances for GST, Income Tax, UIC, CPP
6. To administer all leases, permits and debenture projects.
7. To collaborate with senior administration to establish five year schedules for building repair and replacements, betterments and leases.

ADOPTED	REVIEWED	REVISED	PAGE
23/01/90		6/Feb/24	1 of 2
Motion 02-07-90		Motion 20-04-11	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-8**

8. To manage the Division's insurance program for general liability, Manitoba School Insurance, property, travel accident, volunteer and Universal Student Accident insurance and to manage the claim/loss of property with the Division's insurance vendor.
9. To administer and coordinate the transfer and disposal of fixed assets and manage surplus equipment and storage.
10. To assist the department with the completion of internal audits and the implementation of internal controls, and to assist in the external audit process to ensure sound fiscal controls.
11. To assist with the financial analysis and serve as a representative on the Negotiations Committees for various unions.
12. To review and authorize visa expenditures.
13. To provide information and recommendations to the Board to facilitate decision-making.
14. To act as a signing officer for the Division.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Chartered Professional Accountant in good standing.
- Knowledge of FRAME, PSAB, CPA Canada handbook and sales tax regulations.
- 10 Years related experience at a senior level including supervisory experience.
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
23/01/90		6/Feb/24	2 of 2
Motion 02-07-90		Motion 20-04-11	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-46**

#1254356

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL  
STAFF JOB DESCRIPTIONS****POSITION TITLE: DIRECTOR, CURRICULUM, ASSESSMENT AND  
PROFESSIONAL LEARNING****REPORTS TO:** Superintendent/Chief Executive Officer or designate**SUPERVISES:** Instructional Support Teachers, Coordinators and Educational Assistants, and the Supervisor, Library and Media Services**JOB SUMMARY:** To be the primary analytic and research designate for the Division providing multiple sources of data to support decision-making related to strategic plans, policies, and improvement goals.**KEY ACCOUNTABILITIES:**

1. To support school leadership to ensure high levels of achievement in literacy and numeracy across the curricula for each student through high yield and equitable practices.
2. To support schools/community communication and collaboration towards meaningful, safe, and caring environments.
3. To provide oversight in training and resources to all levels of Division staff in the use of data-gathering and statistical tools to monitor the progress of improvement initiatives.
4. To support school leaders (formal and informal) in promoting the processes of data analysis of student achievement, reflection and collaborative inquiry informed by school and divisional improvement goals, and to support school leadership in ensuring accountability for continuous improvement.
5. To co-plan and organize meetings of administrators and coordinators for the purpose of providing a cohesive direction for schools.
6. To act as a direct liaison between the Superintendent's department and school administrators; and to negotiate community responses and supports to assist with communication and collaboration between home and school.
7. To collaborate with the province, outside agencies and community partners to enhance service delivery towards inclusive practices.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	1 of 2
18-09-22		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-46**

8. To oversee an annual Continuous Improvement Report to the Administration, which summarizes the previous year's academic achievement, outlines a plan of action for the coming year and advises the Administration on related developments.
9. To coordinate the Annual Planning process at the school and Division levels.
10. To assist in the planning of Divisional PD sessions with MTS, MANTE and CUPE staff where required.
11. To develop budget recommendations and to provide expenditure control on established budgets for curriculum, instruction, and assessment.
12. To initiate and supervise the administration and interpretation of the results of periodic Division and school surveys of students, graduates, staff, and community; and to interpret the results of these surveys and make recommendations to the Superintendent/Chief Executive Officer.
13. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Education
- 10 Years School Administration experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	2 of 2
18-09-22		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-9**

# 33093

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: DIRECTOR, FACILITIES AND OPERATIONS**

**REPORTS TO:** Superintendent/Chief Executive Officer

**SUPERVISES:** All Maintenance Staff as well as temporary Contract Staff

**JOB SUMMARY:** To establish Maintenance planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all facilities and maintenance matters in the Division.

**KEY ACCOUNTABILITIES:**

1. To work closely with architects and contractors regarding the planning and construction of all facilities, provide liaison between the parties involved, identify problems and recommend solutions.
2. To prepare plans and specifications and supervise construction of new buildings, repairs and alterations of existing buildings and closely monitor all construction and renovation work to ensure work is done in accordance with time schedules, specifications, and that budget estimates are attained or exceeded as well as the efficient management of resources.
3. To prepare, and submit for approval, the Department's annual budget by identifying necessary resources and cost estimates to complete projects.
4. To prepare and implement long-range facilities utilization plans, including the 5-year annual capital plan as required by the province.
5. To inspect all buildings and facilities and to develop and implement preventative and emergency plans in the event of fire and water, and

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	1 of 2
		Motion 01-01-01	

- other potential damage and to supervise the work done to correct problems.
6. To examine and approve all accounts for work whether work is done internally or under contract and submit accounts for payment.
  7. To develop and maintain a system of inventory control, cost accounting and cost control on all work and to provide reports on project progress and budgeted costs.
  8. To administer and review information related to projects including shop drawings and associated submittals.
  9. To consult with school administrators regarding the establishment of regular preventative maintenance programs, make annual inspections of the interior and exterior of all Divisional buildings to determine the need for repair or renovations and to recommend issuance of work orders or identify projects for inclusion in budget estimates.
  10. To oversee the Division's Energy Management Program, identify high cost areas and recommend appropriate action to conserve energy.
  11. To ensure that all legislative requirements with respect to building maintenance and fire prevention are adhered to in a timely manner.
  12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Engineering, Architecture or other related discipline
- 10 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	2 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-11**

#88817

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS****POSITION TITLE:** DIRECTOR, HUMAN RESOURCES**REPORTS TO:** Superintendent/Chief Executive Officer**SUPERVISES:** All Human Resource Staff

**JOB SUMMARY:** To establish Human Resource planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all human resource matters in the Division.

**KEY ACCOUNTABILITIES:**

1. To provide short-term and long-range Human Resource planning and advice to the Board and to Senior Administration in an effort to support a positive culture and climate of inclusivity within a diverse workforce.
2. To provide strategic direction and general oversight of all Human Resource matters in the Division and provide input into ensuring that actions taken are aligned with Divisional values as well as the mission and vision of the organization.
3. To create policies and enforce practices that ensure a safe, accommodating, and respectful organizational environment.
4. To provide leadership, direction and guidance to Human Resources staff and to ensure consistent practice across unionized and non-unionized groups.
5. To provide direction and oversight of all collective bargaining and compensation planning for the Division.
6. To ensure a strong talent-management process is in place and is focused on the future in terms of building capacity within the Division.
7. To establish practices that contribute to the continual growth and development of staff as well as practices to address situations where employee performance is not meeting expectation.
8. To provide input, support and collaboration in the implementation of key initiatives to ensure progress towards achievement of strategic priorities.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/77		6/Feb/24	1 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-11**

9. To monitor human resource expenditures against established budgets to ensure departmental priorities, objectives and obligations are achieved.
10. To develop strong relationships with school-based administrators, other leaders and all staff to ensure connections that contribute to mental health and well-being.
11. To create and implement practices that support, care for and celebrate staff and contribute to staff satisfaction, engagement and retention.
12. To ensure that people, programs, organizational policies and human resource services are aligned, improved and updated to support Division initiatives.
13. To ensure the Division is compliant with all applicable laws, regulations, policies, procedures and directives from the province as they relate to the Human Resources roles and responsibilities.
14. To establish and monitor key performance indicators that demonstrate Human Resource targets are being met.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Business, Human Resources or other related discipline
- Chartered Professional in Human Resources member in good standing
- 10 Years related experience at a senior level including supervisory experience
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/77		6/Feb/24	2 of 2
		Motion 01-01-01	



#88832

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: DIRECTOR, INCLUSION SUPPORT SERVICES AND ACCESSIBILITY**

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES** Inclusion Support Clinicians, Teachers, Coordinators and Educational Assistants, and Clinical Staff

**JOB SUMMARY:** To facilitate a model of strength-based collaboration, assessment and appropriate educational programming for all students; and to foster learning environments where all students can access the curriculum and have a sense of personal belonging and achievement.

**KEY ACCOUNTABILITIES:**

1. To develop a professional and supportive working relationship between school-based teams, clinical personnel, and support staff to foster a mutual exchange of knowledge and expertise for the purposes of facilitating professional growth and learning.
2. To develop recommendations for programming; including delivery, reporting procedures and other items that may improve the effectiveness of the services and communication.
3. To collaborate with the province, outside agencies and community partners to enhance service delivery towards inclusive practices.
4. To develop budget recommendations and to provide expenditure control on established budgets for Inclusion Support Services and Accessibility.
5. To assist the Superintendent's department in placement of students with exceptional needs.
6. To act as a direct liaison between the Superintendent's department and school-based administrators; to negotiate community responses and supports to assist with communication and collaboration between home and school.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	1 of 2
Motion 18-09-22		Motion 01-01-01	

7. To work in collaboration with coordinators and clinical staff to develop protocol and suggest policies to support needs of students.
8. To complete required documents to maintain student support grants and funds from the province.
9. To plan, implement and facilitate professional development for MTS, MANTE and CUPE staff as required.
10. To assist with any required analysis and serve as a representative on the Negotiations Committee for MANTE.
11. To work in collaboration with school-teams to ensure appropriate plans for academic, social/emotional needs and physical accessibility.
12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Education
- 10 Years School Administration experience at all levels
- Demonstrated experience in student services
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	2 of 2
Motion 18-09-22		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-23**

#91163

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: DIRECTOR, INFORMATION TECHNOLOGY**

**REPORTS TO:** Superintendent/Chief Executive Officer

**SUPERVISE:** All Information Technology Staff

**JOB SUMMARY:** To establish Information Technology planning, set strategic direction and provide advice and counsel to the Board, Senior Administration and the Department with respect to all information technology matters in the Division.

**KEY ACCOUNTABILITIES:**

1. To develop short-term and long-range instructional technology budgets and plans and to set the overall systems architecture for the Division.
2. To participate in the process of allocating central funds to support and maintain technology infrastructure, software and hardware in schools.
3. To provide project management skills and expertise in the area of implementation of digital learning environments, and business operations technologies in school and divisional administrative offices.
4. To determine appropriate resources and to ensure that all classrooms and offices have the required hardware and software, and that these materials are maintained and upgraded as required.
5. To develop and coordinate the establishment and review of technology standards, policies and procedures as they relate to the implementation, maintenance and assessment of information technology programs and resources.
6. To coordinate training and support sessions for staff as required.

ADOPTED	REVIEWED	REVISED	PAGE
23/Apr/02		6/Feb/24	1 of 2
Motion 19-10-02		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-23**

7. To organize and supervise the Divisional wide-area network including the Divisional fibre network, wi-fi access points, firewall systems and core switches.
8. To develop and coordinate digital security practices, multi-factor authentication deployment and management, and information systems disaster recovery planning.
9. To develop and manage digital information storage plans, including Network Attached Storage, Student Information System data and administrative office programs and documents.
10. To participate in program evaluation by working collaboratively with school administrators and the Superintendent's department to determine need.
11. To manage and evaluate all hardware and software agreements including the tendering process, hardware and/or software maintenance agreements and licensing agreements, and the acquisition of Division-wide software licenses.
12. To act as the Division's technology liaison to staff, trustees and the community.
13. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Information Technology or related discipline
- 10 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
23/Apr/02		6/Feb/24	2 of 2
Motion 19-10-02		Motion 01-01-01	

#94947

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, CONTINUING EDUCATION PROGRAM**

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES:** All Continuing Education Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of a Continuing Education program that meets the needs of the community and provides opportunities for life-long learning.

**KEY ACCOUNTABILITIES:**

1. To develop and sustain a positive educational environment consistent with the mission of the School Division in the Continuing Education program.
2. To apply all pertinent legislation, standards, policies and procedures as they pertain to this program.
3. To manage the instructors, students, and class and practicum sites to ensure successful delivery of programs.
4. To ensure that curriculum in the certificate programs is current and reflective of all bylaws, industry adjustments, and relevant legislation.
5. To be responsible for budget administration and the successful operation of the program.
6. To continuously assess the needs of the community and plan programs accordingly.
7. To develop partnerships and relationships with area businesses and industries, as well as community and provincial agencies.
8. To promote and market courses and programs in the local and global community.

ADOPTED	REVIEWED	REVISED	PAGE
22/Mar/05		6/Feb/24	1 of 2
06-02-05		Motion 01-01-01	

9. To support the International Education program as required.

10. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business or related discipline
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Mar/05		6/Feb/24	2 of 2
06-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-47**

#1777448

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS****POSITION TITLE: MANAGER, HUMAN RESOURCES (MANTE)****REPORTS TO:** Director, Human Resources**SUPERVISES:** Supervisor, Human Resources**JOB SUMMARY:** To assist the Director, Human Resources in establishing Human Resource planning, and to provide advice and counsel on all human resources functions.**KEY ACCOUNTABILITIES:**

1. To recruit and hire staff, including a pool of substitute staff, with consultation from managers and/or school administrators.
2. To develop and maintain staff projections and confer with senior administration, managers and school administrators to determine staffing needs.
3. To implement staff changes including transfers, lay-offs, and reductions in workloads, under the terms outlined in Collective Agreements.
4. To ensure evaluations of staff are conducted and kept on file.
5. To plan, develop and revise Human Resource policies and to maintain and update personnel handbooks.
6. To foster and maintain a constructive employee-management climate and maintain positive relationships throughout the Division.
7. To maintain and coordinate the personnel records of employees.
8. To provide necessary research for wage and salary administration and on labour relations matters.

ADOPTED	REVIEWED	REVISED	PAGE
5/Sep/23		6/Feb/24	1 of 2
Motion: 10-22-23		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-47**

9. To provide guidance to administrative and supervisory personnel in matters relating to both Provincial and Federal Legislation regarding employee relations, as well as Collective Agreements.
10. To provide advice and leadership to managers and school administrators regarding personnel practices and initiatives including the management and discipline of staff.
11. To assist and advise on matters pertaining to collective bargaining. May be called upon to act as Board spokesperson in collective bargaining with certified bargaining units.
12. To act as an official designate of the Board at appropriate stages of the grievance procedure and to represent the Division in fact findings, arbitration, and representation cases heard before public commissions or other bodies.
13. To maintain and update job descriptions and to devise and initiate new procedures and controls relating to job classifications, job descriptions, employee evaluations and similar areas.
14. To create and initiate new procedures, systems and controls relating to all aspects of high-quality service delivery.
15. To plan, organize and conduct professional development, including inservice programs and training.
16. To serve as a representative on the Non-Teaching Retirement Plan Committee and work closely with the Pension Administrators to ensure due diligence.
17. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Business, Human Resources or other related discipline
- Chartered Professional in Human Resources member in good standing
- 5 Years related experience at a senior level including supervisory experience
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
5/Sep/23		6/Feb/24	2 of 2
Motion: 10-22-23		Motion 01-01-01	



#94946

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE:** **MANAGER, INTERNATIONAL STUDENT PROGRAM**

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES:** All International Student Program Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the International Student Program including attracting new international students, administering the admission process, assigning appropriate homestay accommodations and ensuring students are provided with sufficient information to assist them with living and attending school in Winnipeg.

**KEY ACCOUNTABILITIES:**

1. To develop and sustain a positive educational environment consistent with the mission of the School Division in the International Student program.
2. To be responsible for the application of all pertinent legislation, standards, policies and procedures as they pertain to this program; including acting as the legal custodian for all international students when in Winnipeg.
3. To determine the appropriate programs, marketing the selected programs, and for establishing appropriate local and worldwide community contacts to ensure the continuing success of the program.
4. To be responsible for budget administration and the successful operation of the program.
5. To recruit potential homestay families and ensure that accommodations available are compatible and within standards expected, to retain and support homestay families for future placements, and to disburse homestay fees.

ADOPTED	REVIEWED	REVISED	PAGE
12/Sep/00		6/Feb/24	1 of 2
Motion 17-24-00		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-19**

6. To present orientation sessions to newly arrived international students and homestay families and to plan and lead professional development for staff in the area of International Education.
7. To provide international students with information or assistance with all aspects of living in Winnipeg including immigration status, banking, transportation, medical appointments, health insurance and religious or social activities.
8. To liaise with local, national and international agencies as required focused on building and maintaining strong partnerships.
9. To maintain regular and as-needed contact with international students and homestay families to ensure continued compatibility.
10. To arrange for alternative accommodations in the event the homestay family is unable to maintain its commitment. May be asked to provide short-term accommodation in own home when required.
11. To monitor the student's educational progress, to liaise with school staff and relevant others in this regard and to provide copies of official transcripts and school documents to the students' parents as required.
12. To travel domestically and internationally as required and make decisions around new markets and program opportunities.
13. To support the Continuing Education program as required.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business or related discipline
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
12/Sep/00		6/Feb/24	2 of 2
Motion 17-24-00		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-10**

# 33093

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, MAINTENANCE AND SAFETY**

**REPORTS TO:** Director, Facilities and Operations

**SUPERVISES:** Maintenance employees designated including Supervisor, Night Custodial Staff and all Caretakers

**JOB SUMMARY:** To assist the Director, Facilities and Operations with the general oversight of Division facilities and to administer the custodial services and maintenance of buildings and grounds. As well, to act as the Division's safety, health and accessibility services primary contact.

**KEY ACCOUNTABILITIES:**

1. To assist with the human resources matters related to custodial staff including ensuring substitute coverage is provided.
2. To supervise custodial services with respect to all schools and buildings in the Division, and establish maintenance standards, make recommendations for improved cleaning methods and updating equipment.
3. To monitor the use of school grounds and facilities with the City Department of Recreation, Division's personnel, and the finance department regarding leases and permits.
4. To ensure effective job training of new and current employees for staff and including in-services.
5. To ensure the buildings and grounds cleanliness by monitoring a progressive cleaning program, and conducting building and grounds inspections.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	1 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-10**

6. To assist in the oversight of the operation of all Division buildings and to address emergency roof leaks and coordinate snow removal.
7. To ensure that all Division facilities are clean and safe in accordance with the required health and safety standards and leads the ongoing divisional safety and health initiatives including accessibility services.
8. To liaise with security companies, investigate break-ins and prepare damage reports.
9. To assist in the inspection of all buildings for fire and safety hazards and recommend action to be taken to correct problems to comply with provincial laws and directives from the Fire Commissioner's Office.
10. To prepare the Custodial Department's annual operating budget, maintain inventory control and examine and approve all accounts for work performed.
11. To maintain control over and distribute Division keys and maintain key and alarm code databases.
12. To assist with any required analysis and serve as a representative on the Negotiations Committee for CUPE.
13. To act as the Division's safety, health and accessibility services coordinator for all Workplace Safety and Health responsibilities in an effort to ensure compliance with legislated standards.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business, Engineering, or related discipline
- Canadian Registered Safety Professional
- 5<sup>th</sup> Class Power Engineer Certificate
- Knowledge of Workplace Safety and Health legislation and requirements
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	2 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-21**

LL 88764

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, PAYROLL AND BENEFITS**

**REPORTS TO:** Secretary-Treasurer/Chief Financial Officer or Designate

**SUPERVISES:** All Payroll Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the Division's payroll and benefits processes.

**KEY ACCOUNTABILITIES:**

1. To prepare and process payrolls and complete all work required to ensure payrolls are completed.
2. To develop and maintain payroll policies and procedures and internal controls to mitigate risk, protect privacy and documentation, and to ensure integrity of payroll data in compliance with legislative laws and regulations.
3. To audit payrolls and recommend policy, system and technological upgrades when applicable for efficiencies and productivity improvements.
4. To verify and ensure calculations of earnings and deductions are compliant with union requirements, policies, laws and required deadlines.
5. To update, revise and maintain system for payroll deductions (tax, EI, CPP, YMPE, rates, etc.) and to implement in a timely manner in conjunction with all applicable policies, legislative rules and regulations.
6. To create and update the payroll system with pay cycles, pay dates and calendars for all Division payrolls ensuring appropriate earning and deduction codes correspond to the correct pay.
7. To balance and reconcile payroll accounts monthly, quarterly, annually and for year-end analysis to prepare journal entries for the Division's accounting system.

ADOPTED	REVIEWED	REVISED	PAGE
22/Apr/03		6/Feb/24	1 of 2
Motion 08-16-03		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-21**

8. To liaise between employees and the Division's Disability insurance providers to ensure the appropriate calculations of sick leave credits, benefits, premiums and other required information is communicated in a timely manner.
9. To communicate and ensure retired employees have the appropriate benefit information to provide a smooth transition along with any ERIP or applicable RRSP transfers.
10. To collaborate with other departments reviewing vacation accrual balances and upload new entitlements in the system annually based on policies and collective agreements.
11. To update GL information as required and lead and manage the annual reporting for T220 car allowance forms.
12. To coordinate and lead the annual process to issue T4 and T4A supplementary forms and compile an annual T4 summary including reconciliations required with respect to deductions.
13. To assist and support the finance department with preparation of salary and benefit budgets and year-end working papers for payroll, and to assist in the external audit process.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Certified Payroll Manager in good standing
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Apr/03		6/Feb/24	2 of 2
Motion 08-16-03		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-12**

LL103884

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: MANAGER, PURCHASING**

**REPORTS TO:** Secretary-Treasurer/ Chief Financial Officer or Designate

**SUPERVISES:** All Purchasing Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the Division's tendering and purchasing requirements.

**KEY ACCOUNTABILITIES:**

1. To organize and direct the tendering process for the Division including for frequently used supplies, equipment and furniture, and Maintenance and Capital Projects; and to award tenders to the successful bidder in accordance with policy.
2. To maintain a purchasing strategy consistent with public procurement and Division guidelines, and to ensure the Division is in compliance with Trade Agreements.
3. To negotiate contracts and ensure contracts meet legal requirements.
4. To analyze market trends and to source and liaise with suppliers as required to meet the needs of the Division.
5. To recommend policy, system, and technological changes/upgrades when applicable.
6. To develop a purchasing schedule to permit sufficient lead time to carryout tender/purchasing procedures and to ensure the timely delivery of materials.
7. To assist and support school administrators regarding interpretation of reports, systems and deadlines, and associated budget limitations.

ADOPTED	REVIEWED	REVISED	PAGE
	27/June/06	6/Feb/24	1 of 2
	Motion 12-12-06	Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-12**

8. To investigate quantity and quality of commodities purchased in an effort to obtain the best possible pricing.
9. To provide information to school administrators regarding pricing and specifications of equipment and furnishings for inclusion in the annual budgetary process, and to survey schools to obtain information on the quality of items purchased throughout the year.
10. To ensure fixed asset inventory control records are maintained on furnishings and equipment and to reassign furnishings and equipment to other locations within the Division as required.
11. To review school and department requisitions, and to issue and sign all purchase orders generated for the Division.
12. To advise vendors of Division purchasing/tender policies and procedures.
13. To examine all material requisition forms for contract compliance, proper budget coding, accuracy and completeness.
14. To supervise credit card reconciliation.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Community College Purchasing Agent Certification
- Additional education in Business Administration and/or Supply Chain Management
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
	27/June/06	6/Feb/24	2 of 2
	Motion 12-12-06	Motion 01-01-01	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-14**

LL 359674

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** SUPERVISOR, ACCOUNTING

**REPORTS TO:** Secretary-Treasurer/ Chief Financial Officer

**SUPERVISES:** Accounts Payable Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the Division's accounts payable and accounting functions including audit, compilation, consolidation and analysis of financial data.

**KEY ACCOUNTABILITIES:**

1. To perform internal audit reviews for school locations and parent council organizations and to make recommendations for improvements to financial control procedures.
2. To perform analysis on school fund financial records, and prepares Special Purpose financial statements, working papers, and reconciliations and to facilitate the year-end rollover for schools in accordance with FRAME.
3. To manage school cash including online software, and to facilitate implementation of new modules and training for school staff.
4. To provide leadership and training to school administration re: internal controls, budgets, school cash and school fund accounting matters.
5. To perform banking duties including: signing authorities, transfers and reconciliations for General, Payroll, US, International Education and Capital accounts.
6. To administer project grants, submit claims, and completes financial reporting and to review location budgets and ensures expenses are in accordance with budget.

ADOPTED	REVIEWED	REVISED	PAGE
13/Dec/11		6/Feb/24	1 of 3
Motion 20-04-11		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-14**

7. To review all cheque registers and supporting documentation.
8. To analyze general ledger accounts for accuracy and prepares adjusting journal entries as required.
9. To review and authorize payrolls and/or to assist in the completion of payrolls as required; as well as to prepare T4A and T4A-NR slips.
10. To review and authorize travel advance expenditures and car mileage claims.
11. To secure incoming revenue for deposits, and verify the accuracy of deposits, including assisting in the control of the International Student and Continuing Education Program.
12. To assist the finance department with budget development and audit processes.
13. To assist the FIPPA officer to ensure Division practices are compliant.
14. To act as the St. James-Assiniboia Scholarship Foundation Treasurer and provide administrative support, maintain financial records and provide administrative and financial leadership/guidance to the foundation; and maintain and monitor investments and endowment funds, issue tax receipts and files annual Charity Return.
15. To participate in the MANTE Professional Development Committee.
16. To act as a Division Signing Officer.
17. To administer the Board Office petty cash fund.
18. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Business or Finance
- 3<sup>rd</sup> year Chartered Professional Accountant or equivalent

ADOPTED	REVIEWED	REVISED	PAGE
13/Dec/11		6/Feb/24	2 of 3
Motion 20-04-11		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-14**

- Knowledge of FRAME, PSAB, CPA Canada handbook and sales tax regulations
- 3-5 Years related experience including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
13/Dec/11		6/Feb/24	3 of 3
Motion 20-04-11		Motion 01-01-01	

CCA

1554239

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: SUPERVISOR, HUMAN RESOURCES**

**REPORTS TO:** Manager, Human Resources

**SUPERVISES:** Substitute Clerk

**JOB SUMMARY:** To provide assistance to the Human Resources department in ensuring the successful delivery of all services including recruitment, labour relations and training.

**KEY ACCOUNTABILITIES:**

1. To recruit and hire staff with consultation from managers and/or school administrators; including to recruit and maintain a list of substitute staff.
2. To implement staff changes including transfers, lay-offs, and reductions in workloads, under the terms outlined in Collective Agreements.
3. To ensure evaluations of staff are conducted and kept on file.
4. To plan, develop and revise personnel management policies for submission to the Board and maintain and update personnel handbooks.
5. To maintain and coordinate the personnel records of employees.
6. To provide research for wage and salary administration and labour relations matters.
7. To foster and maintain a constructive employee-management climate and maintain positive relationships throughout the Division.
8. To provide guidance to administrative and supervisory personnel in matters relating to both Provincial and Federal Legislation regarding employee relations, as well as Collective Agreements.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21		6/Feb/24	1 of 2
01-05-21		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-44**

9. To provide advice and leadership to managers and school administrators regarding personnel practices and initiatives including the management and discipline of staff.
10. To assist and advise on matters pertaining to collective bargaining. May be called upon to act as Board spokesperson in collective bargaining with certified bargaining units.
11. To act as an official designate of the Board at appropriate stages of the grievance procedure and to assist the Division in fact findings, arbitration, and representation cases heard before public commissions or other bodies.
12. To maintain and update job descriptions and to devise and initiate new procedures and controls relating to job classifications, job descriptions, employee evaluations and similar areas.
13. To create and initiate new procedures, systems and controls relating to all aspects of high-quality service delivery.
14. To plan, organize and conduct professional development, including inservice programs and training.
15. To assist the department's secretaries with clerical tasks as required during overflow times.
16. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Business, Human Resources or other related discipline
- Candidate in the Chartered Professional in Human Resources program
- 3-5 Years related experience including supervisory experience
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
12/Jan/21		6/Feb/24	2 of 2
01-05-21		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-20**

# 103888

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** SUPERVISOR, LIBRARY AND MEDIA SERVICES

**REPORTS TO:** Director, Curriculum, Assessment and Professional Learning

**SUPERVISES:** Media Centre Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the Division's Library and Media Services.

**KEY ACCOUNTABILITIES:**

1. To maintain a system for reviewing, previewing, selecting and purchasing audio-visual and digital resources.
2. To maintain a circulating collection of sheet music, professional books and periodicals.
3. To provide assistance and advice to school library personnel on resource/collection development and on automated systems and to assist school staff with the effective use of instructional materials and audio-visual equipment.
4. To arrange for inter-school library loans and to access materials/resources from external sources for use throughout the Division.
5. To assist school administrators and school staff with the evaluation process and delivery and maintenance of school library programs and services.
6. To share and collaborate on relevant library information with school and senior administrators.
7. To provide school libraries with a system of ordering, cataloguing and processing print and non-print library resources, to support original cataloguing of English and French print and non-print library resource

ADOPTED	REVIEWED	REVISED	PAGE
26/Sept/89		6/Feb/24	1 of 2
Motion 17-10-89		Motion 01-01-01	

materials for schools, and to catalogue materials for the central Division collection.

8. To provide leadership in the professional development of library staff.
9. To evaluate Library/Media services for efficiency, make recommendations on equipment/materials acquisitions and monitor expenditures of the centre.
10. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's degree in Library/Information Science
- 3-5 Years related experience including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
26/Sept/89		6/Feb/24	2 of 2
Motion 17-10-89		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP1-13**

#103885

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION TITLE: COMMUNICATIONS SPECIALIST**

**REPORTS TO:** Assistant Superintendent or Designate

**SUPERVISES:** N/A

**JOB SUMMARY:** To develop, implement and evaluate the internal and external communication initiatives and programs for the Division in support of the strategic plan; and to provide communications advice and counsel to Senior Administration, Division staff and the Board regarding communication initiatives.

**KEY ACCOUNTABILITIES:**

1. To plan, develop, implement and evaluate internal initiatives such as newsletters, campaigns and presentations and external initiatives such as newsletters, publications and press releases in a timely and collaborative manner including writing and editing of such content.
2. To develop communication plans and engage in communications planning as needed in collaboration with senior administration.
3. To oversee website content including providing current updates, developing engaging content and ensuring content is presented in a user-friendly layout; and to provide mentorship related to school websites.
4. To curate, develop content for and monitor SJASD's social media presence, and to maintain the internal web portal and associated media.
5. To manage day-to-day media relations, and to provide advice to senior administration around emergent communication matters.
6. To create design material using illustration, photo editing and layout software, and to obtain and prepare photography for promotional and information purposes.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	1 of 2
		Motion 01-01-01	



7. To oversee the publication of annual reports, brochures and other documents for print or on-line use.
8. To promote special events, programs and initiatives. This may include attending events, taking pictures and gathering information as appropriate.
9. To liaise with outside organizations, including the Scholarship Foundation, on behalf of the Division to support initiatives as needed.
10. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in Communications, Journalism, or other related discipline
- 3-5 years of related experience
- Experience using a wide range of technology
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	2 of 2
		Motion 01-01-01	

#62980

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS****POSITION TITLE: HOMESTAY AND ACTIVITIES ASSISTANT,****REPORTS TO:** Manager, International Student Program**SUPERVISES:** N/A**JOB SUMMARY:** To provide assistance to international students, homestay families and schools; and to act as a liaison for international students as required.**KEY ACCOUNTABILITIES:**

1. To organize team building and cultural activity programs for international student; and to track monies, tickets and attendance.
2. To communicate with students, homestay families and schools regarding activities; to develop the ISP community, both student and homestay, and to increase student belonging.
3. To act as a liaison and communicate with external agencies as required; and to create a monthly newsletter for agents and homestays and assist with the development of other marketing materials.
4. To assist with student and homestay orientation sessions and other planned meetings as well as professional development for staff.
5. To keep informed about student progress and intervene where required and to make home and school visits as required.
6. To assist in the placement of students and coordinate and accompany students during arrival to and departure from Winnipeg.
7. To photograph student activities, create social media posts and organize/archive photos and videos.
8. To respond to emergent situations as required.
9. To assume other responsibilities as required.

ADOPTED	REVIEWED	REVISED	PAGE
25/Sep/07		6/Feb/24	1 of 2
Motion		Motion 01-01-01	

**REQUIRED EDUCATION AND EXPERIENCE:**

- A Bachelor's degree in a related discipline
- 2-3 Years of related experience in the field of International Education
- Additional training in cultural diversity and student acculturation
- Valid driver's license and legally registered vehicle
- The ability to work a flexible schedule including evenings and weekends
- The ability to speak additional languages would be considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
25/Sep/07		6/Feb/24	2 of 2
Motion		Motion 01-01-01	

#104777

CCA

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE:** SUPERVISOR, MAINTENANCE SHOP

**REPORTS TO:** Director, Facilities and Operations

**SUPERVISES:** All Maintenance Shop Staff and Contracted Staff

**JOB SUMMARY:** To ensure Division facilities are maintained in a safe, cost-effective manner in order to maximize the use of the facilities for the education of students.

**KEY ACCOUNTABILITIES:**

1. To assume primary responsibility for the completion of work orders in the facilities owned and operated by the Division.
2. To determine which repair jobs may be performed by the custodians and other maintenance employees on staff and recommend the use of contracted services where required.
3. To plan and organize repair activities and to ensure work orders are completed by staff as required.
4. To supervise contracted projects to ensure compliance with codes and contract terms.
5. To assist in the overall planning, scheduling and monitoring required to facilitate a preventative maintenance program.
6. To recommend suppliers and equipment for purchase and maintain an inventory of Division owned tools, equipment and supplies.
7. To assist in preparing budget estimates for the Maintenance Department.
8. To assist in estimating costs of related projects in terms of labour, material and overhead; and to assist in writing scope of work for projects.

ADOPTED	REVIEWED	REVISED	PAGE
24/March/87		6/Feb/24	1 of 2
Motion #136-87		Motion 01-01-01	

9. To respond to emergency calls to the schools at night in case of fire, break-ins, damage, boiler malfunction, etc.
10. To be responsible for the overall operation and maintenance of the maintenance shop.
11. To inspect buildings and advise of major work required.
12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Post-secondary training in a related area
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule as required and to respond to urgent situations
- Valid Manitoba Driver's License
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
24/March/87		6/Feb/24	2 of 2
Motion #136-87		Motion 01-01-01	

# 84492

CCA

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: SUPERVISOR, NIGHT CUSTODIAL STAFF**

**REPORTS TO:** Manager, Maintenance and Safety

**SUPERVISES:** Cleaners, Assistant Cleaners, Casual Cleaners and Casual Security Staff

**JOB SUMMARY:** To supervise and coordinate the evening cleaning services throughout the Division; and to ensure a high standard of cleanliness, sanitation, safety and security.

**KEY ACCOUNTABILITIES:**

1. To supervise the training and development of cleaning staff and through appropriate training and supervision, ensures supplies, equipment or other utilities are used in a productive manner.
2. To conduct daily inspections of cleaning quality and make recommendations for corrective action as required.
3. To coordinate and prioritize the work schedules of all cleaning staff and arrange for event staff and replacement casual cleaners if required.
4. To ensure sign in/sign out sheets and daily shift reports are completed by all night cleaning staff.
5. To provide effective on the job and safety training for new regular and casual employees and ongoing training for existing staff in the use of cleaning methods, chemicals, equipment and safety procedures and to ensure safety equipment is being worn by all staff according to the requirements of the Division's Job Hazard Analysis.
6. To recommend improvements in cleaning methods, products and equipment.

ADOPTED	REVIEWED	REVISED	PAGE
Issued 29/Aug/94		6/Feb/24	1 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP5-20**

7. To inspect the condition of all cleaning equipment, recommend repair and/or remove unsafe equipment from service.
8. To ensure staff have an adequate quantity of cleaning supplies and proper equipment as requisitioned and provided by the caretaker.
9. To coordinate and assist with seasonal cleaning requirements (i.e. refinishing gym floors).;
10. To respond to emergency fire, intrusion, boiler alarms, etc. as required and to assist where necessary in dealing with urgent matters and public users of the buildings.
11. To be responsible for the distribution and record keeping of relief cleaner and event staff keys.
12. To operate a two way radio/pager in order to communicate with all building staff and to help ensure the safety of employees and security of Division resources.
13. To carry out administrative tasks required to ensure and maintain high work standards.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Post-secondary training in a related area
- 5<sup>th</sup> Class Power Engineer Certificate
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule based on the school calendar
- Valid Manitoba Driver's Licence
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
Issued 29/Aug/94		6/Feb/24	2 of 2
		Motion 01-01-01	

#103886

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** SUPERVISOR, TRANSPORTATION

**REPORTS TO:** Superintendent/Chief Executive Officer or Designate

**SUPERVISES:** All Transportation Department Staff

**JOB SUMMARY:** To plan, direct, organize and control the overall transportation function pertaining to the students, internal mail services, and material and equipment in the Division.

**KEY ACCOUNTABILITIES:**

1. To ensure that the transportation of the students is carried out in a safe and efficient manner in accordance with Division policy and the Public Schools Act in order to meet the requirement of the daily instructional program as well as extracurricular activities.
2. To administer the contractual transportation program assigned to private carriers and monitor their compliance with the Public Schools Act, Highway Traffic Act and Division policy including formulating specifications for incorporation to the contractual agreements, providing the purchasing department with contractor performance qualification data, and to approve non-monetary alterations to contractual agreements when requested by contractors and school administrators.
3. To prepare bus routes for all transported students in the Division using manual and computerized routing and rider data base maintenance techniques.
4. To plan, organize, implement and, if required conduct, the School Bus Ridership and Driver Training Programs.
5. To ensure that all Division owned vehicles are kept in proper working condition in accordance with provincial and insurance regulations, schedule repairs and preventative maintenance, and to recommend on costs of upkeep and the purchase and sales of vehicles.

ADOPTED	REVIEWED	REVISED	PAGE
04/Oct/83		6/Feb/24	1 of 2
Motion 571-83		Motion 01-01-01	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-19**

6. To cooperate with school administrators and others responsible for planning school trips and plans and schedules trips and deliveries using Division equipment when available.
7. To collaborate with school administrators, senior administration and parents when issues of student misbehaviour on buses arise.
8. To complete all reports pertaining to transportation of students required by the Division and by the province.
9. To act as a liaison with parents for complaints and requests.
10. To conduct inservice training for transportation staff.
11. To supervise the movement between or within schools of all concert equipment, supplies and furniture.
12. To coordinate and supervise the operation of the truck and courier services.
13. To prepare and verify time sheets and vehicle fuel and mileage reports.
14. To drive vehicles as required.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Post-secondary training in a related area
- Class 2 Driver's license and valid School Bus Operator Certificate
- 3-5 Years related experience including supervisory experience
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
04/Oct/83		6/Feb/24	2 of 2
Motion 571-83		Motion 01-01-01	

#82270

**CUPE SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: CENTRAL INFORMATION SYSTEMS NETWORK  
TECHNICIAN**

**REPORTS TO:** Director, Information Technology

**SUPERVISES:** School-Based Technicians as assigned

**JOB SUMMARY:** To plan, design, deploy and support the instructional technology and business requirements of the Division including all hardware and software applications, programs, systems, and networks.

**KEY ACCOUNTABILITIES:**

1. To provide technical support to staff and students for hardware and software issues; and to troubleshoot and resolve problems related to computers, laptops, tablets, printers and other technology devices.
2. To maintain and troubleshoot the Division's network, including wired and wireless connections; and to ensure network security and implement necessary measures to protect against unauthorized access.
3. To install and configure hardware components such as computers, servers and peripherals; and to install, update and troubleshoot software applications used in educational settings.
4. To create, manage and maintain user accounts for staff and students; and to reset passwords and provide access permissions based on role requirements.
5. To assist teachers in integrating technology into the classroom, including interactive whiteboards, projectors and audio-visual equipment; and to provide training for staff on new technologies and software applications.
6. To assist Divisional and school business operations with technology to ensure streamlined and reliable business operations including school

ADOPTED	REVIEWED	REVISED	PAGE
22/Apr/03	June 9, 2017	6/Feb/24	1 of 2
Motion 08-14-03		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP4-22**

- teams, senior administration, trustees, finance, human resources, payroll, purchasing and communications.
7. To implement and enforce security and privacy policies to protect sensitive data and ensure the integrity of IT systems; and to conduct regular security and privacy assessments and address vulnerabilities and ensure consistent privacy practices.
  8. To implement and manage data backup solutions to prevent data loss; and to develop and test disaster recovery plans.
  9. To collaborate with external vendors and outside agencies to resolve technical issues, coordinate repairs, and to evaluate and recommend new technologies and solutions on new projects.
  10. To maintain documentation for IT systems, procedures and troubleshooting guides; and to keep records of hardware and software licences.
  11. To collect and analyze data using various platforms and to create custom reports and reporting systems for school, the Division and the province.
  12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Information Technology or related discipline
- 5 Years related experience
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Apr/03	June 9, 2017	6/Feb/24	2 of 2
Motion 08-14-03		Motion 01-01-01	

#1564392

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION:** ELECTRICIAN

**REPORTS TO:** Supervisor, Maintenance Shop

**SUPERVISES:** N/A

**JOB SUMMARY:** To carry out electrical repairs, maintenance and installations to buildings and equipment owned and operated by the Division.

**KEY ACCOUNTABILITIES:**

1. To maintain and repair interior and exterior lighting systems including circuit breakers.
2. To maintain and repair electrical controls including: fire alarms, emergency lighting, security systems and exterior parking lot components.
3. To conduct preventative maintenance.
4. To maintain and repair electrical heating systems and motors in conjunction with the Mechanical Department, and install electrical wiring, lighting and other internal and exterior building electrical components.
5. To provide electrical cost estimates, prepare bills of material for repairs and assigned projects and keep a detailed record of all working hours per project in the work order system.
6. To maintain an inventory in a cost-effective manner of electrical supplies and carry out stock counts as required.
7. To be aware of changes and developments in the field and communicate the implications of such changes to the Division.
8. To assume other responsibilities as required.

ADOPTED	REVIEWED	REVISED	PAGE
17/Apr/95		6/Feb/24	1 of 2
		Motion 01-01-01	

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Journeyman Electrician's Certificate
- A Contractor's 'B' Licence as an Electrician
- 3-5 years related experience
- Valid Manitoba Driver's Licence
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
17/Apr/95		6/Feb/24	2 of 2
		Motion 01-01-01	

#28285v8

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION:** **PLUMBER**

**REPORTS TO:** Supervisor, Maintenance Shop

**SUPERVISES:** N/A

**JOB SUMMARY:** To carry out plumbing, heating, gasfitting repairs, maintenance and installations to building and equipment owned and operated by the Division.

**KEY ACCOUNTABILITIES:**

1. To maintain and repair all plumbing fixtures including piping, sewer pipes, roof drains and lawn systems.
2. To repair backflow devices and lab equipment as necessary (i.e. gas valves, lab sinks, eyewash stations).
3. To maintain and repair natural gas piping.
4. To carry out soldering repairs to equipment as required.
5. To install plumbing fixtures as required.
6. To provide plumbing cost estimates, prepare bills of material for repairs and assigned projects and keep a detailed record of all working hours per project in the work order system.
7. To maintain an inventory in a cost-effective manner of plumbing supplies and carry out stock counts as required.
8. To be aware of changes and developments in the field and communicate the implications of such changes to the Division.
9. To assume other responsibilities as required.

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		6/Feb/24	1 of 2
		Motion 01-01-01	

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma plus Journeyman Plumber's Certificate
- "B" Gasfitter's Qualifications and Backflow Device License
- Willing and able to obtain a Contractor's License as a Plumber
- 3-5 years related experience
- Valid Manitoba Driver's License
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
29/Aug/94		6/Feb/24	2 of 2
		Motion 01-01-01	

#38120v4

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: PROJECT OFFICER**

**REPORTS TO:** Director, Facilities and Operations

**SUPERVISES:** Contract Staff

**JOB SUMMARY:** To design, tender, manage and inspect the maintenance, renovation, and construction of various architectural, structural, mechanical, and civil projects.

**KEY ACCOUNTABILITIES:**

1. To work closely with maintenance, school, and administrative staff as well as with consultants and contractors to ensure the timely, accurate completion of jobs.
2. To prepare tender documents by defining the scope of work and creating working drawings and specifications for tendering directly to the trade or through the Purchasing department.
3. To prepare project estimates, evaluate pricing and negotiate contracts for work.
4. To complete site inspection, identify deficiencies and coordinate meetings throughout the construction period.
5. To manage projects, negotiate extras, trouble-shoot, and resolve problems related to projects.
6. To conduct building audits and preventive maintenance inspections on Division facilities and grounds.
7. To compile building audit/inspection data into an infrastructure management database.
8. To assist with project close out maintenance and warranty including archiving documents.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	1 of 2
		Motion 01-01-01	



9. To examine and approve all accounts for work and submit accounts for payment.
10. To administer and review information related to projects, including shop drawings and associated submittals.
11. To research codes and standards related to building construction and to work independently with minimum direction to develop creative designs and solve technical problems.
12. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's Degree in Engineering, Architecture or other related discipline
- 5 Years related experience
- Experience reading drawings and blueprints
- Valid driver's license and legally registered vehicle
- Ability to work a flexible schedule as required and to respond to urgent situations
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
		6/Feb/24	2 of 2
		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-1**

#37306v3

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS****POSITION TITLE: SENIOR EXECUTIVE ASSISTANT****REPORTS TO:** Superintendent/Chief Executive Officer**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer and the Board of Trustees, and to contribute to the efficient operation of the Board Office.

**KEY ACCOUNTABILITIES:**

1. To provide general supervision and oversight to the Board Office Receptionist and Summer Student and to the Board Office administrative assistant team; including to arrange for coverage for reception as required.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To attend Board meetings and act as the recording secretary including compiling, maintaining and filing all Board documents; and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Superintendent/Chief Executive Officer, coordinate meetings and schedule appointments.
5. To draft correspondence for the Superintendent/Chief Executive Officer as well as the Board.
6. To act as the initial administrative contact relating to Superintendent/Chief Executive Officer and Board matters and procedural issues.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	1 of 2
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-1**

7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.
8. To assist in the preparation and monitoring of the Superintendent/Chief Executive Officer's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research policies and operational procedures and Organizational By-Laws as required.
10. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Coordinator, together with the Executive Assistant, for the Division including receiving and responding to inquiries and FIPPA applications; researching and sourcing information; creating replies and coordinating materials within FIPPA guidelines.
11. To organize the Division's Privacy Committee meeting, agenda and other related information.
12. To be responsible for the Division's employee identification badge system.
13. To act as a back-up for the Executive Assistant.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- 10 Years related experience
- Ability to work overtime, and/or non-standard work hours as required to support Board office activities, events, and/or workload
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	2 of 2
Motion 04-02-05		Motion 01-01-01	

# 834137

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: EXECUTIVE ASSISTANT**

**REPORTS TO:** Secretary-Treasurer/Chief Financial Officer

**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Secretary-Treasurer/Chief Financial Officer, the Board of Trustees and the Finance Department, and to contribute to the efficient operation of the Board Office.

**KEY ACCOUNTABILITIES:**

1. To prepare correspondence and materials including by-laws and promissory notes for the Board in consultation with senior administration; including organizing ballots for the inaugural and annual Board meetings and the new trustee orientation process.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all Board and department documents, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Secretary-Treasurer/Chief Financial Officer, coordinate meetings and schedule appointments.
5. To draft correspondence for the finance department as well as the Board.
6. To act as the initial administrative contact relating to the finance department and Board financial matters and procedural issues.
7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	1 of 3
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-2**

8. To assist in the preparation and monitoring of the annual budget process including providing budget analysis for salary projections and various budget considerations.
9. To research, draft, create, update and maintain policies and operational procedures as required and to be responsible for the Organizational By-Laws.
10. To register and assist Board members with conference registrations, reservations and accommodations.
11. To act as the Freedom of Information and Protection and Privacy Act (FIPPA) Coordinator for the Division, together with the Senior Executive Assistant, including receiving and responding to inquiries and FIPPA applications; researching and sourcing information; creating replies and coordinating materials within FIPPA guidelines.
12. To update and maintain lease contracts and correspond with legal advisors; and to assist in the audit process as required.
13. To analyze and complete journal entries for budgeting purposes; to assist with bank reconciliations, Board awards and grant payments; and to maintain insurance certificates and working papers for various accounts.
14. To administer the parking program for the Division and ensure collection of monies.
15. To assist the Payroll department as required including verifying payroll input, analyzing accounts and compiling Advance Notice of RRSP and Gratuity forms for teachers.
16. To act as a back-up for the Senior Executive Assistant.
17. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Accounting
- 10 Years related experience

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	2 of 3
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP5-2**

- Ability to work overtime, and/or non-standard work hours as required to support Board office activities, events, and/or workload
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	3 of 3
Motion 04-02-05		Motion 01-01-01	

# 94865

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS****POSITION TITLE: SENIOR MANAGEMENT ADMINISTRATIVE ANALYST****REPORTS TO:** Assistant Superintendent**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Superintendent/Chief Executive Officer and Assistant Superintendent, to oversee the Divisional Education Information Systems (EIS) reports, data and submissions, and to contribute to the efficient operation of the Board Office.

**KEY ACCOUNTABILITIES:**

1. To provide general supervision and oversight to the Division's administrative assistants as it relates to EIS data collection and student enrollment; and to provide training and information to this group to ensure accuracy of reporting.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Assistant Superintendent, coordinate meetings and schedule appointments.
5. To draft correspondence for the Superintendent/Chief Executive Officer and Assistant Superintendent as well as the Board.
6. To act as the initial administrative contact relating to student matters and procedural issues.
7. To organize and facilitate workshops, meetings, public forums, and employee and student events and celebrations.

ADOPTED	REVIEWED	REVISED	PAGE
6/Feb/24			1 of 2
Motion 01-01-01			

8. To assist in the preparation and monitoring of the Assistant Superintendent's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research, draft, create, update and maintain policies and operational procedures as required.
10. To liaise with Information Technology and the province as the Division's primary contact for EIS and to provide training to staff members as required.
11. To maintain and ensure accurate school data relative to the annual school registration process and enrolment projections; to revise and adjust projections using local knowledge and to prepare reports for the department, Board and the province.
12. To compile, maintain and submit various information as required: course registration data, graduated students data, and student marks; and to manage the process relating to non-resident students, Schools of Choice, and School Initiated Courses.
13. To create the annual school calendar in consultation with senior administration and the province.
14. To maintain the artist database related to the Integrated Arts program, prepare contracts for artists, ensure appropriate hiring protocols are followed and submit fees for reimbursement.
15. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Data Analysis and/or Information Sciences
- 5-7 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
6/Feb/24			2 of 2
Motion 01-01-01			



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-5**

#94868

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS****POSITION TITLE: SENIOR MANAGEMENT SECRETARY, HUMAN RESOURCES****REPORTS TO:** Director, Human Resources**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Director, Human Resources, the Department, and the Board of Trustees, and to oversee the Division's Human Resources Information System and contribute to the efficient operation of the Board Office.

**KEY ACCOUNTABILITIES:**

1. To provide general supervision and oversight to the Substitute Clerk including to act as the backup for this position as required; and to provide general supervision and oversight to the Division's administrative assistants as it relates to Human Resources, including to provide training and information to this group to ensure accuracy of reporting.
2. To develop agendas, materials and minutes for Divisional and Board Meetings in consultation with senior administration.
3. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
4. To organize the calendar of the Director, Human Resources, coordinate meetings and schedule appointments.
5. To draft correspondence for the Director, Human Resources.
6. To act as the initial administrative contact relating to pre-employment and employment matters.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	1 of 2
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP5-5**

7. To organize and facilitate workshops, meetings and employee events and celebrations.
8. To assist in the preparation and monitoring of the Department's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
9. To research, draft, create, update and maintain Collective Agreements, policies and operational procedures as required.
10. To liaise with Information Technology and external vendors as the Division's primary contact for the HRIS and to provide training to staff members as required to ensure consistent practice.
11. To ensure that all documentation related to hiring is completed and verified.
12. To liaise with payroll to ensure accurate reporting of data; and to maintain personnel files and required databases.
13. To manage the job posting system, arrange interviews and prepare all related correspondence.
14. To prepare and distribute seniority reports.
15. To prepare reports for the province including monthly staffing updates, annual experience reports, and annual division staff listing reports.
16. To act as a back up to the Management Secretary, Human Resources.
17. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Human Resources
- 5-7 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	2 of 2
Motion 04-02-05		Motion 01-01-01	

#37297v3

**EXCLUDED SUPPORT STAFF JOB DESCRIPTIONS**

**POSITION TITLE: MANAGEMENT SECRETARY, HUMAN RESOURCES**

**REPORTS TO:** Manager, Human Resources

**SUPERVISES:** N/A

**JOB SUMMARY:** To provide administrative support to the Manager and Supervisor, Human Resources; and to contribute to the efficient operation of the Board Office.

**KEY ACCOUNTABILITIES:**

1. To compile, maintain and file all department documents and reports, and to ensure historical records and archived materials are stored and retained according to policy.
2. To draft correspondence for the Manager and Supervisor, Human Resources.
3. To act as the initial administrative contact relating to pre-employment and employment matters, as well as volunteers.
4. To organize and facilitate workshops, meetings and employee events and celebrations.
5. To assist in the preparation and monitoring of the Department's budgets, and to prepare contracts, enter requisitions and ensure payment is processed.
6. To research, draft, create, update and maintain Collective Agreements, policies and operational procedures as required.
7. To ensure that all documentation related to hiring is completed and verified and to maintain similar information as it relates to volunteers.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	1 of 2
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**JOB DESCRIPTION:**  
**AP5-7**

8. To liaise with payroll to ensure accurate reporting of data; and to maintain personnel files and required databases.
9. To manage the job posting system, arrange interviews and prepare all related correspondence.
10. To prepare and distribute seniority reports.
11. To calculate accruals and distribute vacation entitlements.
12. To organize the calendar of the Manager and Supervisor, Human Resources, coordinate meetings and schedule appointments.
13. To act as a backup to the Senior Management Secretary, Human Resources.
14. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- College Diploma in Business Administration, Secretarial Science or related discipline
- Additional training in Human Resources
- 3-5 Years related experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
22/Feb/05		6/Feb/24	2 of 2
Motion 04-02-05		Motion 01-01-01	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**POLICY:**  
**GCBBA**

#104462

GCBB

**EXCLUDED STAFF – COMPENSATION AND BENEFITS**

This policy document sets out the benefits and entitlements of Division staff positions not covered by Collective Agreements, effective July 1, 2005:

**GROUP #1 DIVISION ADMINISTRATORS**

Page 2

Superintendent/Chief Executive Officer  
Secretary-Treasurer/Chief Financial Officer  
Assistant Superintendent  
Assistant Secretary-Treasurer  
Director, Curriculum, Assessment and Professional Learning  
Director, Facilities and Operations  
Director, Human Resources  
Director, Inclusion Support Services  
Director, Information Technology  
Manager, Continuing Education  
Manager, Human Resources  
Manager, International Student Program  
Manager, Maintenance and Safety  
Manager, Payroll and Benefits  
Manager, Purchasing  
Supervisor, Accounting  
Supervisor, Human Resources  
Supervisor, Library and Media Services  
Communications Specialist  
Homestay and Activities Assistant, International Education  
Payroll Officer

**GROUP #2 TRADES AND TECHNICAL SUPPORT STAFF**

Page 4

Supervisor, Maintenance Shop  
Supervisor, Nigh Custodial Staff  
Supervisor, Transportation  
Central Information Systems Network Technician  
Electrician  
Plumber  
Project Officer

**GROUP #3 ADMINISTRATIVE SUPPORT STAFF**

Page 6

Senior Executive Assistant  
Executive Assistant  
Senior Management Administrative Analyst  
Senior Management Secretary, Human Resources  
Management Secretary, Human Resources

**GROUP #4 CASUAL SUPPORT STAFF**

Page 8

**BENEFIT DEFINITIONS**

Page 9

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	1 of 10
	Motion 01-57-06	Motion 013-03-21	

**Group #1 – Division Administrators**

**Hours of Work:** 7/day; 35/week.

**Salary:** As per established grids effective July 1. Grids have been adjusted to include compensation for automobile allowances. This group is not eligible for mileage when traveling inside Winnipeg or within 25 kms of the perimeter highway.

**Overtime:** As per the Employment Standards Code of Manitoba.

**Holidays:** Standard.

**Vacation:** Less than 1 year = 1.67 days/month  
Greater than 1 year = 20 days  
Greater than 5 years = 25 days  
Greater than 10 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation. Employees should not exceed the 5 day-carryover except in unusual situations at which point if additional carryover is requested, it is subject to the approval of the Superintendent.

**Other Benefits:** As per the MTS contract and/or negotiated personal services contracts and if not already included, the following benefits:

Sick leave earned at a rate of 6.46 hours/pay, 24 days/year, and 130 days maximum lifetime accumulation.

Vested sick credits for permanent employees hired as of January 24, 2018:

- Earned at a rate of 4 days/year of unbroken service with the Division accrued to a maximum of 100 days for all Superintendents, and the Secretary-Treasurer/Chief Financial Officer
- The current (01/24/2018) Superintendents earn vested sick credits since the date of hire with the Division;
- Earned at a rate of 3 days/year accrued to a maximum of 90 days for all other employees;
- Group 1 Division Administrators who are members of TRAF are paid the vested sick leave credit upon retirement;

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	2 of 10
	Motion 01-57-06	Motion 013-03-21	

- Group 1 Division Administrators who are members of the Non-Teaching pension plan are eligible for payment of vested sick credits either at retirement or on resignation, provided 25 years of uninterrupted service has been accumulated;
- Vested sick credits cease for new Group 1 employees effective January 24, 2018.
- Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;
- A list identifying employees that are grandparented to receive vested sick credits is maintained.

Salary Continuance (LTD) – premiums are paid by the employee.

Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for employees as detailed in the Plan other than all Superintendents who do not participate in the Non-Teaching Plan;

Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least one month prior to the effective date exclusive of vacation.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	3 of 10
	Motion 01-57-06	Motion 013-03-21	

**Group #2 – Trades and Technical Support Staff**

**Hours of Work:** 8/day; 40/week.

**Salary:** As per established grids effective July 1.

**Overtime:** As per the CUPE contract.

**Holidays:** Standard plus Easter Monday as defined in the CUPE contract.

**Vacation:** Less than 1 year = 1.25 days/month  
Greater than 1 year = 15 days  
Greater than 5 years = 20 days  
Greater than 15 years = 25 days  
Greater than 20 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation.

**Other Benefits:** As per the CUPE contract and if not already included, the following benefits:

Sick leave earned at a rate of 7.38 hours/pay, 24 days/year, and 124 days maximum lifetime accumulation.

Vested sick credits for permanent employees hired as of January 24, 2018 are earned at a rate of 3 days/year of unbroken service with the Division accrued to a maximum of 90 days;

Vested sick credits cease for new Group 2 employees effective January 24, 2018;

Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;

A list identifying employees that are grandparented to receive vested sick credits is maintained;

Salary Continuance (LTD) – premiums are paid by the employee;

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	4 of 10
	Motion 01-57-06	Motion 013-03-21	



Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for all employees as detailed in the Plan;

Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Automobile Allowance – the Supervisor, Maintenance Shop is entitled to an allowance. All other employees are entitled to claim for mileage as per the appropriate Travel policy unless a Division vehicle is supplied for use;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least one month prior to the effective date exclusive of vacation.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	5 of 10
	Motion 01-57-06	Motion 013-03-21	

**Group #3 – Administrative Support Staff**

**Hours of Work:** 7/day; 35/week.

**Salary:** As per established grids effective July 1.

**Overtime:** As per the MANTE contract.

**Holidays:** Standard.

**Vacation:** Less than 1 year = .83 days/month  
Greater than 1 year = 10 days  
Greater than 2 years = 15 days  
Greater than 5 years = 20 days  
Greater than 15 years = 25 days  
Greater than 20 years = 30 days

Allowed 5 days vacation carry-over and pro-rated vacation.

**Other Benefits:** As per the MANTE contract and if not already included, the following benefits:

Sick leave earned at a rate of 6.46 hours/pay, 24 days/year, and 124 days maximum lifetime accumulation;

Vested sick credits for permanent employees hired as of January 24, 2018 are earned at a rate of 3 days/year of unbroken service with the Division accrued to a maximum of 90 days;

Vested sick credits cease for new Group 3 employees effective January 24, 2018;

Employees eligible to earn vested sick credits as of January 24, 2018 are grandparented and continue to accrue vested sick credits;

A list identifying employees that are grandparented to receive vested sick credits is maintained;

Salary Continuance (LTD) – premiums are paid by the employee;

Group Life Insurance - premiums are cost shared with the Board for the first 200% of salary;

Pension Plan – for all employees as detailed in the Plan;

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	6 of 10
	Motion 01-57-06	Motion 013-03-21	

Group Accident Policy (AD&D) – optional coverage, premiums are paid by the employee;

Travel Accident Policy – premiums are paid by the Board;

Dental Plan – premiums are paid by the Board;

Extended Health – optional coverage, premiums are paid by the employee;

Automobile Allowance – employees are entitled to claim for mileage as per the appropriate Travel policy;

Retroactive Pay Adjustments – will occur automatically and will not include interest;

Notice of Resignation – employees are requested to provide written notice of resignation at least two weeks prior to the effective date exclusive of vacation.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	7 of 10
	Motion 01-57-06	Motion 013-03-21	

**Group #4 – Casual Staff**

**Hours of Work:** As authorized to a maximum of 8/day and 40/week.

**Salary:** As per established grids; and for staff hired to relieve other excluded staff, at the minimum level on the grid of the person being replaced less 4%.

**Holiday Pay:** As required by Employment Standards.

**Vacation Pay:** As required by Employment Standards.

**Other Benefits:** None.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	8 of 10
	Motion 01-57-06	Motion 013-03-21	

**Common Benefit Definitions**

**AD&D** Optional coverage available to employees for Accidental Death and Dismemberment.

**Dental** Employees covered by this plan and who complete three month's employment are required to participate in the Group Dental Plan. Premiums are paid by the Board. Individuals working less than full time will be required to pay the portion of the premium between their assigned workload and 100% or they may opt out of the coverage. Term employees hired for more than 60 consecutive days are eligible for this benefit but are responsible for paying the associated premiums.

**Extended Health** A voluntary Extended Health Group plan is available.

**Group Life Insurance** Employees covered by this plan are required as a condition of employment to participate in this plan. Coverage is effective from the date of employment and includes lump sum coverage from a minimum of two time's salary up to five times salary. Term employees that work less than 120 days are not eligible for this benefit.

**Pension** Employees covered by this plan and who complete six month's employment are required to participate in the Retirement Plan for Non-Teaching Employees of the St. James-Assiniboia School Division. Contributions are matched at 5.7% of earnings up to the Year's Maximum Pensionable Earnings under the Canada Pension Plan and 7.3% of earnings above this amount.

**Salary** Salary is paid according to the annual salary grid established by the Board in conjunction with the Superintendent, with increments and increases thereafter as may be determined upon the recommendation of the Personnel Committee. The increments and placement on the grid are based on a positive annual evaluation according to current practice.

**Salary Continuance** Employees covered by the Long Term Disability (LTD) plan and who work at least 13.5 hours/week are required as a condition of employment to participate in this plan. Coverage commences on the 121<sup>st</sup> day of disability. Participation is required upon completion of six months of employment.

**Sick Leave** Sick leave is the period of time an employee is entitled to be absent from work with pay by virtue of being sick or disabled because of an accident. An employee is expected to notify their supervisor on the first day of absence and provide medical documentation on the third consecutive day of absence.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	9 of 10
	Motion 01-57-06	Motion 013-03-21	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**POLICY:****GCBBA****Standard Holidays**

Louis Riel Day    Good Friday    Victoria Day    Canada Day  
Civic Holiday    Labour Day    Thanksgiving Day  
Christmas Day    Boxing Day    New Year's Day

**Travel Accident**

Employees covered by this plan are insured against accidental injury or death while traveling on school business under a Group Accident Policy. Employees are insured up to a \$50,000 principal sum.

**Vacation Carry-Over**

A maximum of five vacation days may be carried forward to the next calendar year. In unique situations, individual requests to make exceptions to the policy shall be made in writing and if approved by the Supervisor be forwarded to the Superintendent for approval.

**Vacation**

The vacation year is defined as the period between July 1<sup>st</sup> of any calendar year and June 30<sup>th</sup> of the next calendar year. Employees will be requested to schedule their vacation by the middle of April in each year. The optimum time to schedule holidays is when schools are closed. The majority of one's entitlement should be taken during these periods. Vacation time will not normally be approved immediately preceding or following school breaks.

**Vested Sick Leave**

Vested sick credits earned at the rate indicated above will be awarded for each school year of unbroken service with the Division. The employee will be paid the lesser of the vested sick credits earned or the balance of the sick leave.

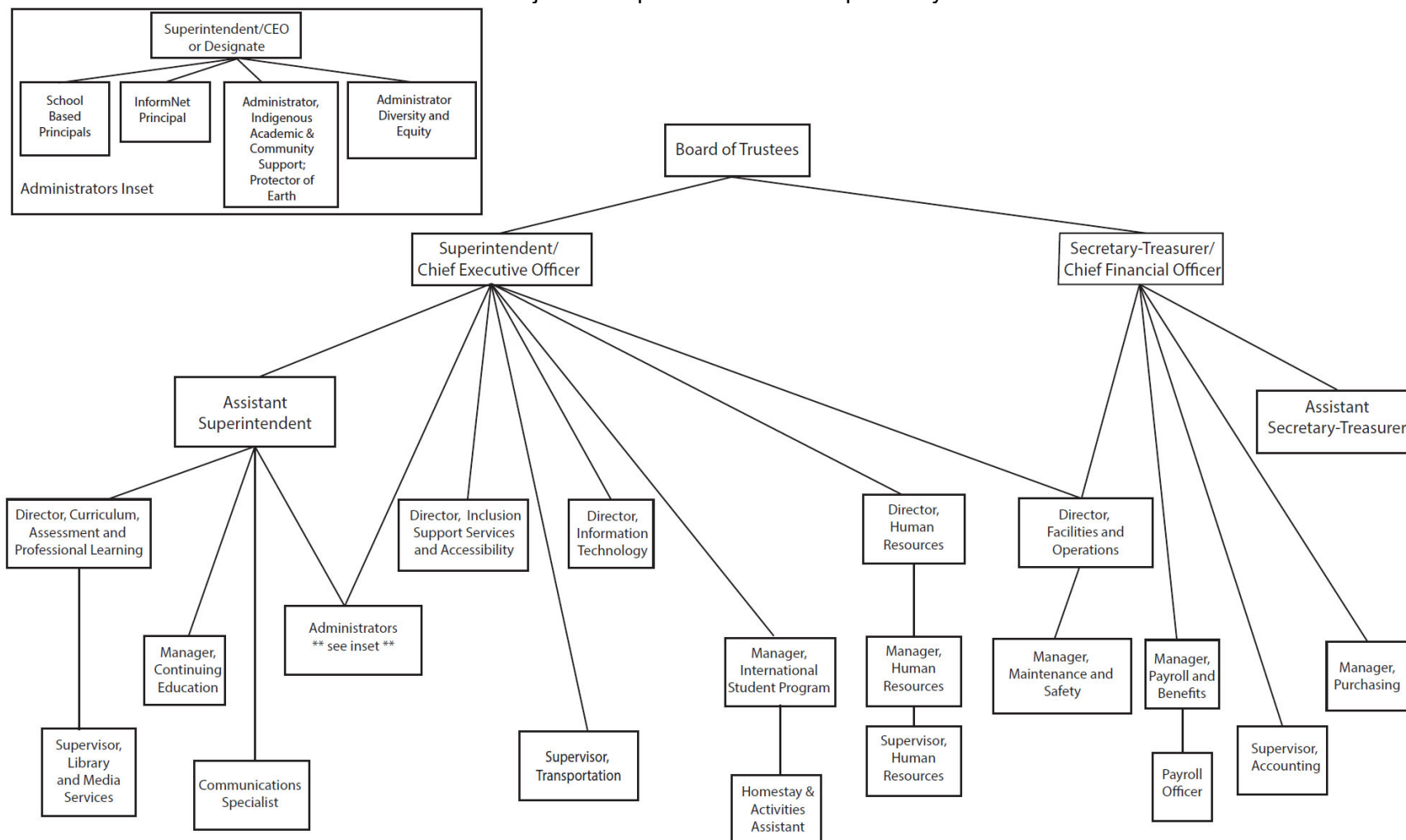
The employee must be eligible for early, regular, or disability pension or die while in service to receive this benefit, except for Group 1 Division Administrators who are members of the Non-Teaching pension plan. Group 1 Division Administrators who are members of the Non-Teaching pension plan are eligible to receive this benefit either at retirement or upon resignation, provided 25 years of uninterrupted service has been accumulated. Calculation would be made up to the date of retirement or death, and would be payable at the employee's regular salary on that date. Note: Employee groups not previously entitled to this benefit: Communications Officer, Electrician, Plumber, and Central IT staff will not be entitled to receive vested sick leave credits for service prior to July 1, 2005.

A grandparented vested sick leave list will be maintained until such time as this benefit no longer applies to existing staff.

ADOPTED	REVIEWED	REVISED	PAGE
	10/Jan/06	22/Jun/21	10 of 10
	Motion 01-57-06	Motion 013-03-21	

## Administration Chart

Please see job descriptions for further supervisory duties.



ADOPTED

22/Jan/08

Motion

REVIEWED

REVISED

7-Feb-23

Motion 02-05-23

PAGE

1 of 1

LL 115007

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION****REPORT OF THE COMMITTEE OF THE WHOLE  
PRE-BUDGET**

Meeting Held: Wednesday, January 17, 2024, Bruce Chegus Boardroom, 5:30 p.m.

Present: Holly Hunter, Chair  
Angela Dunn, Trustee (arrived 5:55 p.m.)  
Michael Cabral, Trustee  
Sandy Lethbridge, Vice Chair  
Fiona Shiells, Trustee  
Tara Smith, Trustee  
Cheryl Smukowich, Trustee  
Rachelle Wood, Trustee

Present: Jenness Moffatt, Superintendent  
Carrie Melville, Secretary-Treasurer / Chief Financial Officer  
Jordana Buckwold, Assistant Superintendent, Education K-12, Student Services and Administration (left 6:45 p.m.)  
Bruce Brown, Assistant Secretary-Treasurer  
Al Stechishin, Manager, Information Technology (Item 3.)

Regrets: Craig Glennie, Trustee

**DISCUSSION AND RECOMMENDATIONS**

---

**1. Call to Order/Attendance**

The meeting was called to order at 5:35 p.m. Attendance as recorded above.

**2. Approval of Agenda**

Item 8, School Budgets was deferred until a later date and the agenda was approved.

**3. Technology Update**

The Committee reviewed a report prepared by the Manager, Information Technology detailing major projects and expenditures expected in 2024/2025.

**4. Lease Revenue**

The Committee noted that SJASD had not increased lease fees for many years. It was determined that an increase to match 2023 CPI of 3.5% shall be applied to leases for the 2024/25 school year and that correspondence shall be sent to leaseholders advising that the lease fee will be reviewed annually. Regulation DFBD-R Lease Rates required revision to reflect the adjusted rates for 2024/25 (Appendix A).

**The Committee of the Whole Recommends:**

**That an increase in the lease fee to \$330/month, effective for the 2024/25 school year, be approved.**



## 5. Permit Revenue

The Committee noted that SJASD had not increased permit fees for many years. Administration presented rates that observe inflation since fees were last set to adjust the various permit fees.

Admin Fee	\$75
Rental Fees (where applicable)	
- Gymnasiums	\$44/hr
- Auditoriums, Theatres, Classrooms	\$37/hr
- Classrooms	\$24/hr
- Weekend School Break, Summer Surcharge	\$15/hr
- Building Security	\$22/hr
- Field Permit Booking Fees	\$20/use

The following regulations and exhibits required revisions to address the update: DFBA-R/KFB-R School Permits, DFBA-R-2/KFB-R-2 Permit Conditions, DFBA-R-E-1,2/KFB-R-E-1 Community Use of School Permit Applications – School Year, DFBA-R-E-2/KFB-R-E-2 Community Use of School Permit Applications – School Breaks (Appendix B-E)

**The Committee of the Whole Recommends:**

**The proposed fee structure for permit fees, as discussed, be approved.**

**And further;**

**That the revisions to Policy DFBB/KFC Community Use of School Grounds be approved. (Appendix F)**

## 6. Purchased Bus Seat Revenue

The Committee reviewed purchased bus seat fees for metro school divisions and City of Winnipeg transit rates and determined that the average metro rate of \$70/month shall be implemented in SJASD in the 2024/25 school year. The Board also discussed sibling rates for purchased bus seats.

**The Committee of the Whole Recommends:**

**That the monthly purchased bus seat rate be increased to \$70 per month, effective for the 2024/25 school year.**

**And further;**

**That the rate for additional siblings in a family remain \$26 per month for the 2024/25 school year.**

## 7. Purchased Bus Seats (Day Care)

The Committee discussed a concern that in-catchment students were not subject to a purchased bus seat fee when using a day care address for transportation. The Committee opted to roll out a purchase bus seat fee for these students in the 2025/26 school year so that advance notice could be provided to families of the change in practice.

**The Committee of the Whole Recommends:**

**That a purchase bus seat fee of \$70/month be charged to in-catchment students that are transported from a day care address, effective for the 2025/26 school year be approved.**

**8. Classroom Supports**

The Committee discussed the complex needs of the classroom and how they could be supported.

**The Committee of the Whole Recommends:**

**That the additional funding request of Classroom Supports be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations.**

**9. Power BI**

The Committee discussed the capabilities of Power BI and the benefits to the School Division in training key staff to an intermediate level.

**The Committee of the Whole Recommends:**

**That the additional funding request of Power BI be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations.**

**10. Vocational Courses**

The Committee reviewed the potential vocational programming for the 2024/25 school year.

**The Committee of the Whole Recommends:**

**That the additional funding request of Vocational Courses be referred to the Committee of the Whole Finance/Facilities for consideration during the 2024-2025 budget deliberations.**

**11. Trustee Budget**

The Committee received an update on the Trustee supplies budget.

**12. Adjournment - The meeting adjourned at 7:57 p.m.**

Report submitted by Holly Hunter, Board Chair  
Minutes recorded by Bruce Brown, Assistant Secretary-Treasurer

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:**  
**DFBD-R**

LL 490566

DFBD

**CHILD CARE PROGRAMS  
LEASE RATES**

Child Care Programs

Child Care programs are those groups or organizations as defined by the Manitoba Community Child Day Care Standards Act.

Child Care Lease Rates

Effective July 1, 2024.

Monthly Rental Rate Per Room \$330.00

Surcharges are applied to annual lease contracts to offset costs that are incurred to accommodate early start times for child care programs for the months of November to April. The surcharge is prorated over the annual term of the lease contract.

Surcharges

For the first room where the start time is 1.5 hours before classes commence \$41.00

For the first room where the start time is 2.0 hours before classes commence \$81.00

For the first room where the start time is 2.5 hours before classes commence \$123.00

ADOPTED	REVIEWED	REVISED	PAGE
14-Jun-11		11-Dec-12	1 of 2
11-05-11		19-17-12	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>REGULATION: DFBD-R</b>
-------------------------------

### Dead Storage Rental

Dead storage rental will be made available to child care programs under the following conditions:

- a) Classroom Rental \$169.00 per month
- b) Child Care organization is to provide their own property insurance
- c) An inventory of articles to be stored must be submitted with the lease application.

ADOPTED	REVIEWED	REVISED	PAGE
14-Jun-11		11-Dec-12	2 of 2
11-05-11		19-17-12	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>REGULATION:</b> <b>DFBA-R/KFB-R</b>
---

LL #118027

DFBA/KFB  
 DFBA-R-2/KFB-R-2  
 DFBA-R-3/KFB-R-3  
 DFBA-R-E-1, 2, 3/KFB-R-E-1,2,3

## **SCHOOL PERMITS**

### **SCHOOL USE:**

1. School students shall be individually responsible for any willful damage caused by themselves to the facilities or equipment.
2. All student activities organized by the school must be supervised by a School Division employee on site.

Where the activity includes sleeping over in a school, the following must occur:

- a. an attendant shall be awake at night and prepared with a flashlight to lead an evacuation in case of fire or other emergency, and
  - b. the nearest fire department must be made aware of the sleepover so that it can provide quick response, and
  - c. the Division's security system provider must be advised of the sleepover.
3. Students shall not be allowed on the stage (if the school is so equipped) unless permission is granted by the teacher in charge.
4. Teachers in charge of school teams, both home and visitors, shall see that dressing rooms are left in an orderly state.
5. In cases where groups require the use of showers and locker rooms, a woman should be in charge of girls and a man in charge of boys.
6. The school Principal, teacher in charge or School Division employee on duty has authority to ask anyone to leave the building.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	1 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:  
DFBA-R/KFB-R**

7. In May, the principal shall submit to the Permit Clerk a listing of dates and times when the building will be required for school activities during the course of the coming school year.
8. For the personal use of school facilities, School Division employee(s) must receive prior authorization through the Community Use permit application process.

**NON-SCHOOL USE**

1. Organizations or groups interested in using school facilities must apply for a permit from the Board Office.

An application for permit use during the school year (September – June) must be received a minimum of ten business days in advance of the permit start date.

An application for permit use during the summer months (July, August) must be received by the second Friday in May.

2. Permit application forms are available at 2574 Portage Avenue or at [www.sjasd.ca/](http://www.sjasd.ca/).

Completed application forms are to be submitted to the Permit Clerk of the St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, Manitoba, R3J 0H8.

3. All fees associated with a permit must be paid at the time the Division issues the permit.

A copy of the approved permit is provided to the school Principal, the school Caretaker, and the permit holder.

4. Applications must clearly specify on the permit application the area being requested, dates, terms of usage, and the equipment being requested.

5. School equipment that may be applied for includes basketball hoops, volleyball/badminton nets and poles and gym mats.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	2 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:  
DFBA-R/KFB-R**

School equipment will not be provided without the prior approval of the Principal.

Expendable items of school equipment are restricted for school use only. For example, balls, floor hockey sticks, skip ropes etc.

6. School equipment that cannot be applied for includes any Industrial Arts and Home Economics equipment. Workplace Safety and Health Regulations require direct supervision and training by the School Division for the use of equipment in these areas.
7. Permits are given to the permit holder subject to the liability for any damage to the building or equipment, which results from the use incidental thereto. The permit holder shall be responsible for the payment of such damage together with any cost involved on demand of the School Division.

A report, submitted by the Principal or Caretaker of a school, shall be considered evidence of the fact that damage has been sustained for which the permit holder is responsible.

Damage to property or equipment, unauthorized use of equipment or abuse of permit privileges may lead to cancellation of the permit.

8. School facilities are available Monday to Friday 4:30 p.m. to 10:00 p.m. and weekends from 8:00 a.m. to 10:00 p.m. provided that the space is not required for use by the school, maintenance projects are not scheduled, the use of the facility is appropriate, and the required security arrangements can be made.

All school facilities are closed for public use on statutory holidays, Christmas Eve, and New Year's Eve.

9. In determining if the permit use of a school facility is appropriate, other School Division policies will be referenced.
10. When the size of a group has diminished, the Division reserves the right to allocate school facilities appropriate to the size of the requesting group.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	3 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:  
DFBA-R/KFB-R**

If a permit has not been exercised on two consecutive occasions, the permit will be deemed to have been abandoned.

The permit holder will receive a notice of cancellation.

11. All activities involving children of school age must be supervised by a responsible adult.
12. The Board, its servants or agents, shall not be held responsible for any claims for damage or injury that may arise out of the use of buildings or equipment by the permit holder.
13. The School Division is not responsible for any injury incurred by permit holders related to uncleared snow and ice on days when the school is not regularly staffed to provide these services (ex. weekends).

All permit holders enter the property at their own risk and are required to obtain \$2,000,000 of liability insurance.

Liability insurance for the permit holder can be arranged by the Division through HUB Insurance in accordance with the fee schedule (DFBA-R-3).

The permit holder shall indemnify and hold harmless the Division, Board, its servants or agents, against any claims by any party arising out of the permit holder's use of school buildings and property.

14. All Permit Conditions (Regulation DFBA-R-2) must be adhered to.
15. No permit holder shall offer and no employee of the School Division shall accept any gratuity in any form in connection with the use of school premises or equipment.
16. School buildings shall not be used for private gain. All groups requesting a permit for facility use must be operating on a break even basis. Financial Statements may be required to prove not for profit status.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	4 of 7
		Motion 18-07-13	



**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:  
DFBA-R/KFB-R**

Exceptions may apply to School/Parent Council Fundraising events. Eligible events must adhere to the School Division's Fundraising Policy DD. Applications for exceptions must be submitted in writing to the Assistant Secretary-Treasurer.

**FEES****A. Administration Fee**

Permits for dates after July 1, 2024 will be assessed an administration fee of \$75.00 with the exception of School Use, Continuing Education and Lessees.

For youth groups that require block usage with multiple permits within one facility, the administration fee will only be charged once.

**B. Rental Fee****1. Rental fees shall be charged to:**

- Private Groups of sectarian or limited membership in nature
- Non Local Groups – recreational, social, and educational

**2. Rental fees shall be charged on a “per usage” basis or in accordance with a lease contract.****3. Permit allocations shall be limited to hourly increments. A minimum assessment of two hours is required for the use of gymnasiums, auditoriums, theatres, cafeterias, and classrooms.****4. Rental Fee:**

Gymnasium	\$44 / hour
Auditoriums, theatres, cafeterias	\$37 / hour
Classrooms	\$24 / hour per room

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	5 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:**  
**DFBA-R/KFB-R**

5. Long-Term Rentals

Approved requests for long term rentals of facilities are dealt with on a lease contract basis (See Regulation DFCC-R Procedures for Leasing School Buildings and School Space)

C. Weekend, School Break and Summer Permit Surcharge

Permits for dates after July 1, 2024 will be assessed a surcharge of \$15.00-per hour plus G.S.T. to all weekend, school break and summer permits to offset additional costs incurred by the Division (utilities, cleaning, supplies, administration).

D. Building Security Fees

1. Security fees are required when dedicated Division staff are not on site or unable to actively monitor the building and its contents.

Summer Permits require security to be provided even if maintenance personnel are on site. School buildings are very active during the summer months with extensive cleaning, renewal repairs, capital projects, outside contractors, workplace safety, and the scheduling of staff vacation.

2. Building security will be provided through Event Staff or a security service (Commissionaires).

Commissionaires are utilized if Event Staff are unavailable.

Effective July 1, 2024.

Building Security                      \$22.00/ hour plus GST

3. A charge of one additional hour will be added to the permit fee to allow for security to open, inspect, secure, and close the school building.
4. The permit holder must provide three business days cancellation notice to the Permit Clerk to cancel security arrangements.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	6 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:**  
**DFBA-R/KFB-R**

The permit holder will be held responsible for any charges incurred where the proper cancellation notice was not provided.

Organizations with special circumstances can send correspondence to the Secretary-Treasurer/Chief Financial Officer requesting the fees to be waived. The Secretary-Treasurer/Chief Financial Officer will forward the correspondence to the Board of Trustees for consideration.

Where time constraints require an immediate decision, the Secretary-Treasurer/Chief Financial Officer can determine if the fee will be waived.

ADOPTED	REVIEWED	REVISED	PAGE
27/Jan/1976		12/Nov/13	7 of 7
		Motion 18-07-13	

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:**  
**DFBA-R-2 /**  
**KFB-R-2**

LL 490554

DFBA/KFB  
DFBA-R/KFB-R  
DFBA-R-3/KFB-R-3  
DFBA-R-E-1/KFB-R-E-1  
DFBA-R-E-2/KFB-R-E-2  
DFBA-R-E-3/KFB-R-E-3

### **PERMIT CONDITIONS**

1. Permits are subject to cancellation for school events and maintenance requirements.
2. The permit holder is required to present a copy of the permit to the Caretaker to obtain access to the building.
3. The building is to be used on the date or dates and for the purpose specified.
4. The building must be vacated at the time the permit expires each day.
5. Any equipment brought in by the permit holder must be identified on the permit application and indicated on the permit issued.
6. **NO SMOKING ALLOWED!** School buildings and grounds are smoke free.
7. Eating or drinking in gymnasium or theatre areas is not allowed. Eating or drinking is allowed only in areas authorized by each permit. Permit holders are advised that they must avoid the sale, distribution or consumption of items containing nuts or nut products in school buildings.
8. School equipment, such as gymnasium mats and apparatus, cannot be used without written permission.
9. Permits are given to the permit holder subject to the liability for any damage to the building or equipment, which results from the use incidental thereto. The permit holder shall be responsible for the

ADOPTED	REVIEWED	REVISED	PAGE
11-Dec-12		7/Feb/23	1 of 4
19-17-12			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**  
Great Schools for Growing and Learning

**REGULATION:**  
**DFBA-R-2 /**  
**KFB-R-2**

payment of such damage together with any cost involved on demand of the School Division.

A report, submitted by the Principal or Caretaker of a school, shall be considered evidence of the fact that damage has been sustained for which the permit holder is responsible.

Damage to property or equipment, unauthorized use of equipment or abuse of permit privileges may lead to cancellation of the permit.

10. When permits requiring building security are granted, a fee shall be assessed according to an hourly rate approved by the Board. The security will be hired and paid by the Division.
11. Permits are not transferable.
12. Buildings shall not be used for private gain.

Exceptions may apply to School/Parent Council Fundraising events. Eligible events must adhere to the School Division's Fundraising Policy DD. Applications for exceptions must be submitted in writing to the Assistant Secretary-Treasurer.

13. No charge shall be made for admission except when permitted by the regulations of the Board.
14. Any entertainment is to be of a high moral standard.
15. Indoor shoes with non-marking soles must be worn in the gymnasium for athletic activities.
16. All aisles and exits must be left clear.
17. Aisles must be maintained as shown on theatre/gym/auditorium seating plan.
18. No matches, candles or any naked light may be lit in the building.

ADOPTED	REVIEWED	REVISED	PAGE
11-Dec-12		7/Feb/23	2 of 4
19-17-12			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****DFBA-R-2 /****KFB-R-2**

19. Permits are subject to all by-laws of the City of Winnipeg (St. James-Assiniboia Community) and regulations hereunder governing the use of public buildings in the said City.
20. The School Division reserves the right to cancel any permit.
21. All Permits issued shall be subject to an administrative charge of \$75.00.
22. Where school activities both on and off site involve sleeping over in a school, the following must occur:
  - a) an attendant shall be awake at night and prepared with a flashlight to lead an evacuation in case of fire or other emergency, and
  - b) the nearest fire department must be made aware of the sleepover so that it can provide quick response, and
  - c) the Division's security system provider must be advised of the sleepover.
23. The permit holder is responsible to leave the premises in the same state it was found and all garbage must be removed.
24. The permit holder must give three business days notification for cancellation of an event to the Permit Clerk or the permit holder will be held responsible for the charges incurred.
25. The building must remain secured at all times and doors must not be propped open.
26. The Board, its servants or agents, shall not be held responsible for any claims for damage or injury that may arise out of the use of buildings or equipment by the permit holder.
27. The School Division is not responsible for any injury incurred by permit holders related to uncleared snow and ice on days when the school is not regularly staffed to provide these services (ex. weekends).

ADOPTED	REVIEWED	REVISED	PAGE
11-Dec-12		7/Feb/23	3 of 4
19-17-12			

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**REGULATION:****DFBA-R-2 /****KFB-R-2**

All permit holders enter the property at their own risk and are required to obtain \$2,000,000 of liability insurance.

Liability insurance for the permit holder can be arranged by the Division through HUB Insurance in accordance with the fee schedule (DFBA-R-3).

The permit holder shall indemnify and hold harmless the Division, Board, its servants or agents, against any claims by any party arising out of the permit holder's use of school buildings and property.

ADOPTED	REVIEWED	REVISED	PAGE
11-Dec-12		7/Feb/23	4 of 4
19-17-12			



**The St. James-Assiniboia School Division**  
**2574 Portage Avenue, Winnipeg, Manitoba R3J 0H8**  
**Phone: 204- 888-7951 Fax: 204-831-0859**

DFBA-R-E-1  
 KFB-R-E-1  
 LL #497102

### COMMUNITY USE OF SCHOOLS PERMIT APPLICATION - SCHOOL YEAR

(Not including School Breaks or Summer Holidays)

#### Group Information

Organization/Group: \_\_\_\_\_

Age of Participants: ☐ Youth (all participants age 17 or under) ☐ Adult (some/all participants age 18 or older)\*

Number of Participants: \_\_\_\_\_ \*Completion of Page 2 is Mandatory

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Phone# (Evening & Weekend): ( ) ( ) ( ) Phone# (Evening & Weekend): ( ) ( ) ( )

Phone# (Daytime): ( ) ( ) ( ) Phone# (Daytime): ( ) ( ) ( )

Fax: ( ) ( ) ( ) Fax: ( ) ( ) ( )

Email (Mandatory): \_\_\_\_\_ Email (Mandatory): \_\_\_\_\_

#### Group Requirements

Preferred School: \_\_\_\_\_ Alternate Choice School: \_\_\_\_\_

Start Date (MM/DD/YY): \_\_\_\_\_ End Date (MM/DD/YY): \_\_\_\_\_

☐ Gym ☐ Theatre ☐ Library ☐ Classroom ☐ Other Space (Specify): \_\_\_\_\_

Day(s): S M T W T F S Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ \*\*

\*\*Permits for Community Use will not be Issued Past 10 PM

Purpose of Program: \_\_\_\_\_

Group Equipment to be Brought in: \_\_\_\_\_

School Equipment Requested: \_\_\_\_\_

(Not a guarantee, expendable equipment will not be provided)

#### Permit Fees as per School Board Policy (Due Upon Approval and Issuance of Permit):

Permit Administration - \$75

Building Security for School Break & Summer Permits - \$22.00 / hr + GST Plus One Additional Hour

Utilities Surcharge for Weekend - \$15 + GST / hr

Gym Rental Fee for Non Local Adult Groups - \$44 / hr + GST

Liability Insurance \$0 - \$500

I/We have read the attached "Permit Conditions" and Permit Holder responsibilities/obligations correspondence and agree to adhere to such conditions. I/We understand any breach of these conditions may result in the cancellation of the permit.

I/We have read the attached correspondence regarding mandatory Liability Insurance: **(select one option)**

☐ A minimum \$2,000,000 of liability insurance coverage is purchased through Organization (documentation adding St. James-Assiniboia as an additional insured is required)

☐ Liability insurance is required (invoice to be issued by School Division)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED AND SUBMITTED TO THE PERMIT CLERK AT LEAST TEN WORKING DAYS PRIOR TO FACILITY USE





**The St. James-Assiniboia School Division**  
**2574 Portage Avenue, Winnipeg, Manitoba R3J 0H8**  
**Phone: 204- 888-7951 Fax: 204-831-0859**

KFB-R-E-2  
 DFBA-R-E-2  
 LL #523127

**COMMUNITY USE OF SCHOOLS PERMIT APPLICATION - SCHOOL BREAKS AND SUMMER HOLIDAYS**  
 TO BE COMPLETED AND SUBMITTED TO THE PERMIT CLERK AT LEAST SEVEN WEEKS PRIOR TO HOLIDAY START DATE

**Group Information**

Organization/Group: \_\_\_\_\_

Age of Participants: ☐ Youth (all participants age 17 or under) ☐ Adult (some/all participants age 18 or older)\*

Number of Participants: \_\_\_\_\_ \*Completion of Page 2 is Mandatory

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Phone# (Evening & Weekend): ( ) ( ) ( ) Phone# (Evening & Weekend): ( ) ( ) ( )

Phone# (Daytime): ( ) ( ) ( ) Phone# (Daytime): ( ) ( ) ( )

Fax: ( ) ( ) ( ) Fax: ( ) ( ) ( )

Email (Mandatory): \_\_\_\_\_ Email (Mandatory): \_\_\_\_\_

**Group Requirements**

Preferred School: \_\_\_\_\_ Alternate Choice School: \_\_\_\_\_

Start Date (MM/DD/YY): \_\_\_\_\_ End Date (MM/DD/YY): \_\_\_\_\_

☐ Gym ☐ Theatre ☐ Library ☐ Classroom ☐ Other Space (Specify): \_\_\_\_\_

Day(s): S M T W T F S Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ \*\*

\*\*Permits for Community Use will not be Issued Past 10 PM

Purpose of Program: \_\_\_\_\_

Group Equipment to be Brought in: \_\_\_\_\_

School Equipment Requested: \_\_\_\_\_

(Not a guarantee, expendable equipment will not be provided)

**Please note:** Holiday permits are subject to cancellation for maintenance requirements should they unexpectedly arise  
 All Schools are unavailable August 19, 2024 to August 30, 2024

**Permit Fees as per School Board Policy (Due Upon Approval and Issuance of Permit):**

Permit Administration - \$75

Building Security for School Break & Summer Permits - \$22.00 / hr + GST Plus One Additional Hour

Utilities Surcharge for School Break & Summer Permits - \$15 / hr + GST

Gym Rental Fee for Non Local Adult Groups - \$44 / hr + GST

Liability Insurance \$0 - \$500

I/We have read the attached "Permit Conditions" and Permit Holder responsibilities/obligations correspondence and agree to adhere to such conditions. I/We understand any breach of these conditions may result in the cancellation of the permit.

I/We have read the attached correspondence regarding mandatory Liability Insurance: **(select one option)**

☐ A minimum \$2,000,000 of liability insurance coverage is purchased through Organization  
 (documentation adding St. James-Assiniboia as an additional insured is required)

☐ Liability insurance is required (invoice to be issued by School Division)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**School Division Approval:**

Manager, Facilities & Maintenance: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>POLICY:</b> <b>DFBB/KFC</b>
-----------------------------------

#Docs 69847v4  
LL 118058

DFBA-R  
DFBA-R-2

### COMMUNITY USE OF SCHOOL GROUNDS

The St. James-Assiniboia School Division desires to cooperate with city agencies and community organizations by making school grounds available provided that there is no conflict with the educational program.

In order to ensure that additional costs are not incurred by the Division, it is necessary to charge fees as defined below:

Usage Fee \$22.00 plus G.S.T. per booking slot

The usage fee is not applicable when the use of the grounds is for youth (17 years and under). The permit group must be comprised of at least 50% youth in order to have the usage fee waived.

There is one booking slot per day (Monday to Friday)  
6:00 p.m. to dusk

There are three booking slots per day on Saturday and Sunday:  
9:00 a.m. to 1:00 p.m.  
1:00 p.m. to 6:00 p.m.  
6:00 p.m. to dusk

Applications for permits to use school grounds shall be submitted to the Permit Clerk in writing. In general, the order of priority in issuing permits by the Board is as follows:

- a) School Programs
- b) Non-school children's programs
- c) Community group use involving adults (recreation, etc.)
- d) City of Winnipeg, Parks & Recreation Department
- e) Private groups of sectarian or limited membership nature
- f) Non local groups - recreational, social, and educational

A usage fee will not be charged to school programs and non-school children's programs (i.e. (a), (b))

ADOPTED	REVIEWED	REVISED	PAGE
11/Feb/1997		12/April/2016	1 of 2
Motion 03-18-97		07-20-16	

<b>ST. JAMES-ASSINIBOIA SCHOOL DIVISION</b> Great Schools for Growing and Learning
---

<b>POLICY:</b> <b>DFBB/KFC</b>
-----------------------------------

During the period April - August, priority will be given to those groups which previously had permits or used the grounds when the City of Winnipeg allocated the fields.

All applications for permits will be date stamped with the earliest submission being given priority if all other factors are equivalent.

### Other Usage

In the event that requests for the use of school grounds are received which are not covered by Board policy and regulations, such requests shall be dealt with on an individual basis and decisions shall be at the discretion of the Superintendent.

Former DFE

ADOPTED	REVIEWED	REVISED	PAGE
11/Feb/1997		12/April/2016	2 of 2
Motion 03-18-97		07-20-16	

## **ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

### **REPORT OF THE COMMITTEE OF THE WHOLE EDUCATION – No. 01-24**

Meeting Held: Tuesday, January 23, 2024, 2574 Portage Avenue Board Room, 5:00 p.m.

Present: Holly Hunter, Chair  
Sandy Lethbridge, Vice Chair  
Michael Cabral, Trustee  
Angela Dunn, Trustee  
Craig Glennie, Trustee  
Fiona Shiells, Trustee  
Tara Smith, Trustee  
Cheryl Smukowich, Trustee  
Rachelle Wood, Trustee

Present: Jenness Moffatt, Superintendent  
Carrie Melville, Secretary-Treasurer / Chief Financial Officer  
Jordana Buckwold, Assistant Superintendent, Education and Administration

Regrets:

#### **DISCUSSION AND RECOMMENDATIONS**

---

**1. Attendance**

As per above.

**2. Approval of Agenda**

**3. The Role of Literacy Coaching in Continuous School Improvement**

The literacy coaches presented their work in supporting the continuous improvement goals in early literacy. They shared patterns and trends in student learning data and the support for teachers to implement instructional strategies that support optimal literacy development.

**4. Continuing Education Program and International Student Program Reports**

The Committee reviewed the reports and discussed each program and the successes of our students and staff.

**5. Time Sensitive Correspondence**

The following time sensitive correspondence was shared:

- a. E-News January 10, 2024  
The Board requested that the Alliance Francais information be shared with schools.
- b. 2024 MSBA Convention Overview & Registration Package
- c. Awards Nomination Form  
The Board determined they would forward a nomination of an SJASD staff member for the Presidents' Council Award to MSBA.

Adjournment: 6:10 p.m.

Next Meeting: March 19, 2024 at 6:00 p.m.

Report submitted by Holly Hunter, Board Chair  
Minutes recorded by Jenness Moffatt, Superintendent

**ST. JAMES-ASSINIBOIA SCHOOL DIVISION****REPORT OF THE COMMITTEE OF THE WHOLE – No. 01-24  
FINANCE/FACILITIES**

Meeting Held: Tuesday, January 23, 2024, Bruce Chegus Boardroom, 6:11 p.m.

Present: Holly Hunter, Chair  
Angela Dunn, Trustee  
Michael Cabral, Trustee  
Craig Glennie, Trustee  
Sandy Lethbridge, Vice Chair  
Fiona Shiells, Trustee  
Tara Smith, Trustee  
Cheryl Smukowich, Trustee  
Rachelle Wood, Trustee

Present: Jenness Moffatt, Superintendent  
Carrie Melville, Secretary-Treasurer / Chief Financial Officer  
Jordana Buckwold, Assistant Superintendent, Education K-12, Student Services and Administration  
Bruce Brown, Assistant Secretary-Treasurer  
Mari Aguirre, Manager of Facilities and Future Development

Regrets: None

**DISCUSSION AND RECOMMENDATIONS**

---

**1. Call to Order/Attendance**

The meeting was called to order at 6:11 p.m. Attendance as recorded above.

**2. Approval of Agenda**

The agenda was approved as listed.

**3. CPI Update**

The Committee reviewed the CPI updates for November and December 2023

**4. Financial Statements**

The Committee reviewed the Financial Statements for the period ended October & November 2023.

**5. City of Winnipeg Assessment December 15, 2023**

The Committee reviewed the City of Winnipeg Portioned Assessment as at December 15, 2023. Administration advised that the assessment would continue to change in February and March 2024.

**6. Manitoba Education and Early Childhood Learning Correspondence**

- a) Phoenix School – Major Addition and Renovation – Initial Project Support**
- b) John Taylor Collegiate – Elevator, Link and building envelope upgrade – Additional Project Support**

The Committee reviewed correspondence from Manitoba Education and Early Childhood Learning.

**The Committee of the Whole Recommends:**

**That correspondence be sent, over signature of the chair, requesting a meeting with the Honourable Nello Altomare, Minister of Education and Early Childhood Learning, to discuss the addition and renovation project at Phoenix School.**

**7. School Budgets**

The Committee reviewed a memo prepared by Administration regarding school budgets.

Adjournment: 7:00 p.m.

Next Meeting: February 13, 2024, at 5:00 p.m. (Budget)

Report submitted by Holly Hunter, Board Chair

Minutes recorded by Bruce Brown, Assistant Secretary-Treasurer