

Position Profile

DEPUTY DIRECTOR OF DIVISION SERVICES/ CHIEF FINANCIAL OFFICER

REPORTS TO: DIRECTOR OF EDUCATION/ CEO
ORGANIZATION: REGINA PUBLIC SCHOOLS
DATE: OCTOBER 2024

About Regina Public Schools

Regina School Division No. 4 of Saskatchewan (Regina Public Schools) is one of the largest school divisions in the province, serving the educational needs of more than 26,000 students in 44 public elementary schools, 8 public high schools, 3 faith-based associate schools, as well as at Campus Regina Public and the Allan Blakeney Adult Campus. The school division operates on Treaty 4 territory and the homeland of the Métis.

The Regina Public School Division Strategic Plan 2023-2027 was created through extensive consultation, and the voices of those who represent diverse and marginalized communities were heard and are reflected in the plan. The plan demonstrates the School Division's commitment to address the Truth and Reconciliation Calls to Action and work towards increased Indigenous student achievement. At the same time, this plan reflects the Division's unwavering support for diversity, equity, and inclusion in all aspects of our operations. They strive to provide a caring and welcoming learning environment for all students and staff.

The division's Shared Values (*I Belong; I Want to Know; I am Responsible; I Respect*) give direction to what we teach both inside and outside the classroom. Students take responsibility for themselves and for others in the community by participating in activities ranging from progress report conferences with teachers and parents/caregivers to collecting food for the food bank. The school division celebrates and embraces multiculturalism and respects individual spiritual beliefs. The Shared Values transcend our differences and provide an equal opportunity to recognize and encourage the unique characteristics and contributions of students, parents/caregivers, and staff.

Regina School Division Mission

To instill the value of knowledge,
the dignity of effort,
and the worth of the individual.

Shared Values

Four categories of shared values have been identified. To maintain a focus on students, the areas are expressed in the form of empowering "I" statements:

"I Belong"

"I Want to Know"

"I am Responsible"

"I Respect"

The Regina Board of Education believes that shared values unite our school community around fundamental beliefs that give direction to what we teach, both inside and outside the classroom.

About the Position of Deputy Director / CFO

The Deputy Director of Division Services/CFO is part of the executive leadership team in Regina Public Schools, aligning and integrating efforts within the Division Services portfolio to support student success and chart a sustainable future course for Regina Public Schools.

Working closely with the Director of Education/CEO and Deputy Director of Student Achievement, the Deputy Director of Division Services/CFO supports Regina Public Schools' mission and strategic direction through planning, directing, and overseeing non-instructional support services. This position defines and models a culture of innovation and a focus on solutions, and aligns people, processes, and resources to achieve the Division's outcomes.

The Division Services portfolio includes Strategic Supports (policy and planning), Human Resources, Business Services (finance, purchasing, transportation, warehouse), Information Technology, and Facilities. The Deputy Director of Division Services/CFO position provides leadership, direction, information, and support to the senior leaders in each of these portfolios to enable them to effectively manage their responsibilities and achieve their team's outcomes and priority actions.

Leadership Accountabilities

- 1. As part of the leadership team, define and implement the strategic direction for Regina Public Schools by:**
 - Leading a forward-looking Division-level strategic plan that provides a unifying framework for schools and work units across the organization and aligns with Pre-K to Grade 12 sector and Ministry of Education priorities.
 - Working with Division and school-level leaders to build capacity and implement plans in support of the Division's diversity, equity, and inclusion outcomes.
 - Leading project teams of colleagues in the design, implementation and monitoring of strategic initiatives to improve Division outcomes, overseeing implementation, and effectively applying change management principles and practices.
 - Providing timely, accurate and high-quality executive support services to the Board of Education including preparing and monitoring a cohesive annual board work plan, preparing monthly agendas, preparing or overseeing high quality materials for the Board package, preparing and retaining accurate minutes and records, and preparing briefing materials.
 - Modelling and upholding high standards of internal and public accountability.
 - Ensuring Division policies and administrative procedures are current, adhered to and communicated to all staff.
- 2. Lead organizational growth and development and build a positive and progressive Division organizational culture by:**
 - Leading strategic workforce planning to attract, retain and develop a passionate, skilled, and committed workforce that is representative of the communities we serve.

- Building a shared understanding of the unique strengths and needs of all students and staff in the school community regardless of gender identity, sexual orientation, age, ethnic origin, ancestry, culture, socio-economic status, religion, family status, and mental and physical ability.
 - Defining roles, responsibilities and accountabilities and implementing sound employee performance management processes.
 - Building leadership and management capacity among school and Division-based employees.
 - Establishing, modelling, and upholding high standards of professional practice by all employees.
3. **Oversee Division-level strategic planning and governance support to promote proactive, collaborative direction-setting and decision-making by:**
- Defining a rigorous, balanced, and thorough Division-level strategic planning process supported by work unit and senior management operational planning.
 - Supporting strong internal and public accountability measures including performance measures, baselines, and targets to measure progress toward the Division's strategic goals, complete and accurate Board minutes and documents, annual and other reporting that meets Ministry of Education requirements, and PSAB-compliant financial statements.
 - Leading risk management including supporting the Board's Audit and Risk Management Committee and overseeing external audits and business continuity planning.
 - Directing, reviewing, and developing new or amended Board policies and administrative procedures.
 - Ensuring that all functions in the Division Services portfolio are aligned to support the mission and goals of the Division, are delivered efficiently and cost-effectively, and continually evolve to meet the changing priorities and needs of the Division and the best practices of their respective disciplines.
4. **Lead Division-level finance strategy and accountability to achieve strategic and accountable resource management by:**
- Defining a rigorous annual operating and capital budget process that supports and advances the Division's strategic plan, providing options for consideration by the senior management team and Board, and meeting all Ministry of Education requirements.
 - Leading the budget communications strategy, including:
 - Internal communications and consultation mechanisms to involve and inform senior management, principals, and the Board, and promote understanding of the Division's resource allocation decisions.
 - Public communications to promote understanding of education sector financing generally and Regina Public School Division's budget specifically.
 - Approving staffing allocations in schools and Division Office across all classifications, aligned with the Division's strategic and budget plans.
 - Strengthening internal and public accountability systems to promote confidence in the integrity of financial and business functions across the Division and meet the highest standards of accountability and transparency in the financial affairs and operations of the Division.

- Ensuring robust and effective internal financial reporting, forecasting, and monitoring processes to support decision-making and to convey accurate and timely financial information to a variety of stakeholders (Director, Board, auditors, Ministry, and other funding agencies, public).
5. **Provide strategic direction to the Division’s human resource team to improve engagement and opportunities for all employees by:**
- Promoting rigorous, innovative, and effective human resource practices across all facets of HR, including health and safety, job descriptions and classification, labour and employee relations, payroll and benefits, performance management, recruitment and staffing, and training and development.
 - Engaging regularly with employee group representatives to promote dialogue and shared understandings and proactively resolve informal and formal grievances/disputes.
6. **Provide strategic direction to the Division’s infrastructure planning and project management to promote up to date, efficient timely and responsive facilities and information technology for students and staff by:**
- Ensuring rigorous analysis of infrastructure capacity and demographic projections to position the Division to proactively manage facility and technology challenges and opportunities.
 - Promoting reallocation of resources to invest in sustainable infrastructure that will pay dividends over the medium- to long-term.
7. **Demonstrate productive, respectful working relationships and partnerships by:**
- Building a one-team Division culture by developing integration strategies to align efforts across the organization.
 - Engaging with employee groups, education partners, and the public to build understanding of and trust in Regina Public Schools among both internal and public stakeholders.
 - Fostering strategic partnerships with other school divisions, First Nations educational authorities, post-secondary institutions, community-based organizations, and employers that result in innovative and relevant opportunities for students.
 - Building and maintaining trusting relationships with leadership colleagues, Board members, staff, parents, Ministry of Education, and other partners.

This position is also the designated Access to Information officer for Regina Public Schools.

Performs other duties on an as and when required basis.

About the Education and Experience Requirements

Education and Experience:

In accordance with The School Division Administration Regulations, individuals are eligible for the Deputy Director of Divisions Services/CFO position if they meet the following requirements:

- An undergraduate degree and a graduate degree in business administration, public administration or related discipline or an undergraduate degree and a professional accounting designation.
- Minimum 10 years of successful, increasingly senior, and diverse leadership experience in a public-facing organization, with demonstrated experience in each of the responsibilities listed above.

Knowledge, Skills, Abilities:

- Demonstrated strategic thinking and organizational leadership in a diverse, complex, public-facing organization with responsibility for a diverse portfolio of functions.
- Significant direct experience in leading human resources with a focus on labour relations in a unionized environment in an organization of comparable complexity and size.
- Significant direct experience in leading financial and infrastructure planning and management in a large, decentralized organization of comparable complexity and size.
- Demonstrated ability in negotiating and managing contracts, agreements, and partnerships.
- Good understanding of access to information legislation and processes and, preferably, experience as Access to Information officer.
- Proven ability to lead diverse, multi-disciplinary project teams through complex projects and build consensus to resolve conflicting interests and points of view.
- Demonstrated applied project management and change management skills.
- Good understanding of education sector governance, legislation, regulations and a strong working knowledge of board meeting principles and practices.
- Strong leadership and team-building skills, with an ability to mentor and develop staff to a high level of performance and accountability.
- Demonstrated record of leadership that promotes inclusion, engagement, and fosters an innovative, collaborative environment.
- Demonstrated ability to set high standards of performance and hold self and team members accountable for results and actions by following through on commitments and ensuring others do the same.
- Excellent time management, organizational, and analytical skills, maintaining attention to detail.

We ask that individuals with an interest in further exploring this exciting opportunity contact:

LILLIAN WONG, DIRECTOR EXECUTIVE SEARCH AND RECRUITMENT

MNP_{LLP}

Email: lillian.wong@mnp.ca

Land Acknowledgement

Cree: nimiyyeyihten- mâcihta mamihcitotamowin nêwo-tipahamâtowin- askiy, êkwa- awiyak- otaskehk- âpihtawikôsisânak.

English: We would like to begin by acknowledging that we are on Treaty 4 Territory, as well as in the homeland of the Métis Nation. We respect and honour the treaties and, in the spirit of reconciliation and collaboration, we are committed to move forward in partnership with Indigenous Nations whose traditional lands include Regina Public Schools.

French: Pour commencer, nous aimerions reconnaître que nous sommes sur le territoire du Traité no 4 ainsi que dans la patrie des Métis. Nous respectons et honorons les traités. Dans un esprit de réconciliation et de collaboration, nous nous engageons à aller de l'avant en partenariat avec les Premières Nations dont les terres ancestrales comprennent les écoles publiques de Regina.

About Regina



Regina is the capital of Saskatchewan and the 16th largest city in Canada with a population of 226,404. Located in the south-central area of the province, the city covers an area of 182.42 square kilometers. The land where Regina now sits is part of the Treaty 4 area, which was established in 1874. Prior to the treaty's signing, Indigenous people had followed the buffalo through the area.

In 1882 people started settling in the area and later that year it was named Regina in honour of Queen Victoria. That same year became the headquarters for the North West Mounted Police, now called the Royal Canadian Mounted Police (RCMP), and the training depot has been located here ever since. In 1883 Regina was declared the capital of the then-Northwest Territories, becoming the capital of Saskatchewan in 1906, one year after the province was created.

Rich in the arts and culture, Regina is home to the oldest Symphony Orchestra in Canada, and the Regina Little Theatre is Canada's oldest theatre troupe. Sports has also played an important role for the city and its citizens, who have made names for themselves in snowboarding, curling, and of course the four-time Grey Cup-winning Canadian Football League's Roughriders.

Saskatchewan Roughriders

Regina is home to the provinces Canadian Football League (CFL) team the Saskatchewan Roughriders. The better known "Riders" compete in the Canadian Football League (CFL) and have a passionate fanbase known for their unwavering support, filling Mosaic Stadium with sea of green during home games. With a storied history dating back to 1910, the Roughriders have played in 19 Grey Cup championships and winning 4, solidifying their place as one of the league's most respected franchises.



Regina Pats (WHL team)

The Regina Pats are a major junior ice hockey team based in Regina, Saskatchewan, Canada. Established in 1917, they are one of the oldest continuously operating hockey franchises in the world. The Pats compete in the Western Hockey League (WHL) and have a rich history of developing NHL talent while also fostering a deep connection with the local community. Additionally, the first pick in the 2023 NHL draft, Connor Bedard, was a Regina Pats player three seasons for the Pats before joining the Chicago Blackhawks.

Regina Airport Authority

The Regina International Airport serves as the primary air transportation hub for Regina, Saskatchewan, offering domestic and international flights. Situated approximately 7 kilometers southwest of downtown Regina, the airport provides convenient access to the city and surrounding areas.

Frost Regina

The Regina Frost Festival is an annual winter celebration held in Regina each year. It takes place over several days, featuring a variety of outdoor activities and events for people of all ages to enjoy. From ice sculpting competitions to outdoor skating rinks and festive entertainment, the Frost Festival brings the community together to embrace the beauty and excitement of the winter season. It's a cherished tradition that showcases the resilience and spirit of the people of Regina, even in the coldest months of the year.

Globe Theatre Regina

The Regina Globe Theatre stands as a cultural cornerstone. Originally as a small troupe touring Saskatchewan school, it has since been transformed into a vibrant venue for live performances, ranging from plays and musicals to concerts and comedy shows. Renowned for its intimate atmosphere and exceptional productions, the Globe Theatre continues to captivate audiences with its diverse programming and commitment to artistic excellence. The Regina Globe Theatre is Canada's only professional theatre in the round, The Globe Theatre is a pioneer in the landscape of Canadian theatre. With a rich history spanning over a century, it remains a beloved institution that enriches the cultural fabric of the city.

Regina Farmers Market

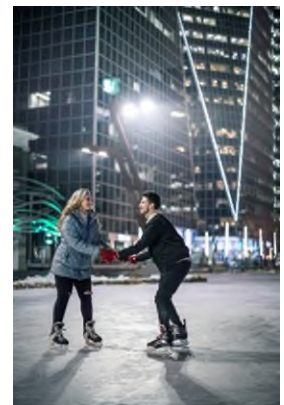
The Regina Farmers' Market is a vibrant hub of local produce and artisanal goods in Regina, Saskatchewan. Held year-round, the market showcases a diverse array of fresh fruits, vegetables, meats, baked goods, and handmade crafts from local producers and artisans. Beyond providing access to quality products, the market fosters a sense of community, connecting residents with the growers and makers behind the goods while promoting sustainability and supporting the regional economy.

The Q

The Q Nightclub & Lounge in Regina is the only LGBTQ community-owned club in Canada. Everyone is welcome to visit. Owned and operated by the non-profit Gay & Lesbian Community of Regina, Inc. (GLCR) and established in 1972. Variety of events such as drag shows, theme nights,

Warehouse District

The Regina Warehouse District is a historic area in downtown Regina, Saskatchewan, Canada. Once a bustling hub of commerce and industry, it has undergone revitalization in recent years, transforming into a vibrant neighborhood filled with trendy shops, activity centers, breweries & distilleries, and night clubs & live music. Its heritage architecture,



coupled with its eclectic mix of businesses, attracts locals and visitors alike, making it a dynamic destination in the heart of the city.

Wascana Centre

Wascana Centre, located in Regina, Saskatchewan, is a sprawling urban park renowned for its natural beauty and cultural significance. Spanning over 930 hectares, it encompasses Wascana Lake, lush green spaces, walking trails, and iconic landmarks such as the Saskatchewan Legislative Building. Offering opportunities for leisurely strolls, boating, picnicking, and wildlife observation, Wascana Centre serves as a cherished recreational retreat for residents and visitors alike, embodying the vibrant spirit of the city.



RCMP Heritage Centre

The RCMP Heritage Centre, situated in Regina, Saskatchewan, offers visitors a captivating journey through the history and traditions of the Royal Canadian Mounted Police. Through engaging exhibits, artifacts, and interactive displays, visitors gain insight into the iconic red serge uniforms, historic crime-solving techniques, and the role of the RCMP in shaping Canadian law enforcement. The annual Musical Ride showcases the precision and skill of the Royal Canadian Mounted Police as they perform intricate cavalry drills and formations to music, captivating audiences with their iconic red serge uniforms and horsemanship. Other events such as Sunset Ceremonies and national holiday celebrations take place at The RCMP Heritage Centre.

For more information on Regina please visit [Regina | \(tourismsaskatchewan.com\)](http://Regina | (tourismsaskatchewan.com)), City of Regina | Home, Economic Development Regina « Economic Development Agency for the City of Regina, and Tourism Regina « #SeeYQR.

About Saskatchewan

Saskatchewan is located in the heart of North America. Covering an area of over 650,000 square kilometers, it is known for its stunning landscapes, including the iconic wheat fields that stretch as far as the eye can see. To the east and west are the Canadian provinces of Manitoba and Alberta. To the south it borders the American states of Montana and North Dakota. To the north are Canada's Northwest Territories and Nunavut. Home to over 1.2 million people, the name Saskatchewan is from the Cree name *kisiskatchewan*, meaning "the river that flows swiftly" and is culturally diverse with people of Indigenous, European, Russian, Ukrainian, Polish, Scandinavian and British heritage. Saskatchewan strikes a balance between urban centers and rural communities, each contributing to the province's unique identity.

Saskatchewan offers a wealth of outdoor recreational opportunities and cultural experiences. Saskatchewan has 20 national parks and historic sites, 39 provincial parks and historic parks, and 76 accredited regional parks. Visitors are encouraged to hike, camp, fish, and observe wildlife in their natural habitats. Half of the province is covered by forest, one-third is farmland, and one-eighth is freshwater. Saskatchewan's diverse population contributes to a vibrant arts and cultural scene, with festivals, museums, and galleries showcasing the province's heritage and creativity. Whether exploring the stunning landscapes, delving into its rich history, or enjoying its cultural offerings, Saskatchewan promises visitors a memorable and enriching experience in the heart of the Canadian prairies.



The economy of Saskatchewan is deeply rooted in agriculture, mining, and energy production. The province's principal export industries are mining, oil and gas, agriculture, manufacturing, and tourism. Known as the "breadbasket of Canada," It supplies over 1/3 of the world's exported durum wheat, and is the world's top exporter of lentils and dry peas. Additionally, Saskatchewan boasts rich mineral resources, including potash, uranium, and oil, driving economic growth and development. Its energy sector, particularly the extraction of oil from the vast oil sands reserves, plays a crucial role in both provincial and national economies. The average summer temperature in Saskatchewan is +19°C (66.2°F); the average winter temperature is -14°C (6.8°F).

Some of Saskatchewan's most popular attractions include:

Saskatoon

Contemporary culture thrives alongside 11,000 years of Indigenous history in a vibrant urban centre that's a gateway to awe-inspiring natural wonder. From Shakespeare on the Saskatchewan to exploring more than 1,000 hectares of parkland, Saskatoon has much to offer.



Wanuskewin Heritage Park

Nineteen archeological dig sites unveil the past in this national historic site. The site echoes the stories of Indigenous peoples who have gathered there for as long as 6,400 years.

Cypress Hills Interprovincial Park

When the glaciers retreated, they missed a spot in the southwestern corner of the province, leaving a forested plateau towering high above the plains below. The unexpected mountain-like oasis on the border between Saskatchewan and Alberta reaches an elevation of 1,392 m above sea level, marking the province's highest geographical point.

Grasslands National Park

One of Saskatchewan's two national parks, this 730-sq. km expanse of grassy hills, river valleys, and endless horizons have massive vistas perfect for landscape photography. Some sights are right out of the car window at the 20-km Ecotour Scenic Drive while others require a hike. Wildlife photographers will get their fill in the West Block, which is home to the park's free-roaming bison population. Grasslands National Park is also home to the largest and darkest Dark Sky Preserve in Canada.



Batoche National Historic Site

The final battlefield of the Northwest Resistance of 1885, Batoche is the scene of Métis leader Louis Riel's last stand and is a symbol of Métis resilience and cultural renewal. Located one hour north of Saskatoon on the banks of the South Saskatchewan River, this site allows visitors to travel back to 19th century Métis settler life.

Moose Jaw

Heritage buildings, murals, and boutique-style shops combine with 20km of trails stretched over 500 acres of valley, this city offers food, art, history and nature. It's also home to a geothermal mineral water pool renowned for its therapeutic qualities. The Western Development Museum, located in Moose Jaw, operates the only operating steam locomotive in the province. The Tunnels of Moose Jaw also offer guided tours through underground tunnels that were once used for smuggling during the prohibition era and as hiding places for Chinese immigrants.

Saskatoon Forestry Farm Park & Zoo:

This historic site in Saskatoon offers visitors a unique blend of natural beauty and wildlife encounters. Originally established as a tree nursery in the early 1900s, the site has since evolved into a sprawling urban park featuring botanical gardens, walking trails, and a zoo. With a focus on conservation and education, the zoo provides a family-friendly environment where visitors can observe a diverse array of animals while learning about their habitats and conservation efforts.

Lake Diefenbaker

Lake Diefenbaker, situated in southern Saskatchewan, is a sprawling reservoir renowned for its recreational opportunities and scenic beauty. Formed by the damming of the South Saskatchewan River, it spans approximately 225 kilometers in length and boasts over 800 kilometers of shoreline. Popular activities on Lake Diefenbaker include boating, fishing, camping, and water sports, drawing outdoor enthusiasts from across the province and beyond.