

# **Eastern School District**

**Invites Applications for the Position:**

**ASSISTANT DIRECTOR OF EDUCATION**

**FINANCE AND ADMINISTRATION (Interim)**

Location: District Office, St. John's

Duration: This position will commence on appointment and continue to August 31, 2010.

The Eastern School District serves a population of approximately 42,000 students in the K-12 school system. There are 122 schools, a central office located in St. John's, and three regional offices located at Spaniard's Bay, Clarendville, and Marystown. The Eastern School District provides educational services to children in communities on the Avalon, Burin, and Bonavista Peninsulas. The Eastern School District currently employs more than 3500 full and part time teaching staff and 1000 support staff and provides a positive, team-oriented work environment that allows individuals to meet their full potential.

The Assistant Director of Education, Finance and Administration reports to the Director of Education and will be responsible for : advising the Director on all aspects of the board's finances; administering all financial operations of the school district; preparing budgets and financial reports which adhere to government's accountability framework; monitoring board expenditures and assisting with the annual audit of the board; advising the Director on the operation of schools, student transportation, and information technology; providing leadership in policy development and implementation relating to the financial and operational mandates of the Board; ensuring government finance and administration policies and directives pertaining to school boards are implemented; maintaining liaison with the Department of Education on financial matters relating to the operation of the district, and completing other duties as assigned by the Director.

## **QUALIFICATIONS**

The successful candidate will have an exemplary record of accomplishment in the area of financial administration at a senior level of responsibility, proven leadership, management and communication skills and high standards of ethical conduct; a thorough knowledge of financial accounting systems and administration, knowledge of the K-12 school system in the province and a commitment to improved financial efficiencies; at least 10 years successful experience in financial administration, with five years in a senior position; an undergraduate degree from a recognized university in Business or a related discipline and a professional designation in

financial administration or accounting, or equivalent combination of experience and qualifications relating to the duties of the position.

**Salary**

Remuneration will reflect the responsibilities of the position and will be in accordance with a scale established by Government.

**Closing Date**

Deadline for applications is close of business on January 22, 2010.

Please submit your application **IN WRITING ONLY (DO NOT APPLY ONLINE)** by mail to the following address.

Mr. Ford Rice  
Director of Education  
Eastern School District  
Suite 601, Atlantic Place  
215 Water Street  
St. John's, NL A1C 6C9

OR

Fax: 709-758-2386