

## Deputy Director Provides Human Resources Insights

November 26, 2019 Regular (Public) Meeting of the  
South East Cornerstone Public School Division (SECPD) Board of Education



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### *Submitted by Norm Park, Contracted Reporter for SECPD*

Senior leadership, staffing numbers, employee agreements and risk management actions were among a list of topics brought to the public schools' conference table on November 26. Keith Keating, the South East Cornerstone Public School Division's Deputy Director of Education, brought division board members updated human resources information during their regular monthly open business session.

Keating, who is directly responsible for oversight of human resources and school operations, noted those responsibilities were the same as those assigned to him in the previous academic year.

The organizational chart he provided showed the various levels of senior administration beginning with the Director of Education, Lynn Little, and working through his office as well as those of the Chief Financial Officer, Superintendent of Education, and a team of three regional superintendents followed by 10 managers and co-ordinators for specific areas of administration such as technical support, early learning, student services, finance, payroll et al.

Keating said the division currently has 507 full time equivalent (FTE) teachers within the 38 school facilities and their online school service Cyber Stone. He added there are 42.66 FTE teaching positions for intervention needs and 38.40 FTE learning support teachers.

On the support staffing side there are currently 135.98 FTE educational assistants, which represents a slight increase due to recognized needs, he said. There are also 20.93 FTE library technicians, 42.23 FTE administrative assistants and just over 124 transportation employees (bus drivers) along with 86 facilities employees (caretakers) and 13 more in information systems processing, another 6.8 FTEs for finance and payroll and five more employees in the division office administration.

"We have signed union contracts that end on August 31, 2022," said Keating and leadership contracts that end in July of 2021. The division has also completed successful agreements for superintendent employment.

"The risk management areas fall under legal actions and grievances," said Keating who added that recruitment for key positions also comes under his scope of interest. He said there are often times when gaining teachers for small rural schools, or special educators in certain subject areas or speech, language pathologists, occupational therapists, and consultants, becomes an issue that requires additional attention. Recruitment of administrators such as principals and vice-principals is often on the to-do lists as well.

Vice-principal evaluations are on the docket for action plans in 2019-2020 with full implementation expected in the 2020-2021 school year and that will go hand-in-hand with

continued development of an administrator development and induction program and processes. There is also a plan in place for development of a process to train special educators within SECPSD.

“There will also be development and refinement of the co-ordinator and manager evaluation process,” said Keating as well as a parallel process for division office staff members.

Keating noted a five-year formative assessment process is part of the teacher supervision and evaluation process, beginning with the new academic year. He said there is a new process of direct feedback to teachers through administrator observations every five years.

Attending university career fairs and communicating with their faculties of education remains an ongoing task for the deputy director, he noted as well as their own yearly job fair and hiring process. The office is also charged with the duties of managing investigations, discipline and grievance processes with unions and other organized bodies. The deputy director’s office is also charged with the duty of investigating breeches of the Local Authority Freedom of Information and Protection of Privacy Policy (LAFOIP) plus tracking of employee certification through the human resources system.

The deputy director will also be engaged in the planning for staffing and the opening of Legacy Park Elementary School in Weyburn in the fall of 2021.

The seeking of efficiencies in both human resources and within various work streams remains as a challenge with fewer personnel to work with but the development of these areas along with the development of a safety management system remains on the mandate chart.

Communications remains a constant concern to keep managers, co-ordinators, superintendents and principals receiving current vital information and working with the Southeast Regional Library to maintain current programming and exploring expansion possibilities with integrated libraries, is also on the books.

Keating was thanked by chairwoman Audrey Trombley for the detailed report involving the human resources side of the education business.

-30-

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