

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD  
SENIOR ADMINISTRATION PORTFOLIOS (September 2011)**

**WARREN KENNEDY  
Director of Education**

<p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Board Coordination and Support</li> <li>• Board's Procedural By-Laws</li> <li>• Accommodation Planning</li> <li>• Budget Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Board Strategic and Improvement Planning</li> <li>• Accountability Report</li> <li>• Liaison with Federations and Unions</li> <li>• Liaison with Ministry of Education</li> <li>• Non-Resident Students</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Service Contract for Superintendents, Principals, and Vice-Principals</li> <li>• Policy, Regulation, Administrative Procedures Development Implementation, Maintenance and Review</li> </ul>	<ul style="list-style-type: none"> <li>• Greater Essex County Parent Involvement Committee Liaison</li> <li>• Employee Recognition Programs</li> </ul>	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Senior Administration</li> <li>• System Organizational Structure</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Administrative Council – Chair</li> <li>• Director's Council - Chair</li> </ul>	<p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Council of Ontario Directors of Education</li> <li>• Faculty of Education (General Liaison/Teacher Education Advisory Committee)</li> <li>• Regional Education Council</li> <li>• Community Liaison/Communications</li> </ul>
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PAUL ANTAYA Superintendent of Education - Secondary Staffing	DAN FISTER Superintendent of Education – K-12 School Effectiveness	JEFF HILLMAN Superintendent of Education – K-12 School Effectiveness	CLARA HOWITT Superintendent of Education - Program and Professional Learning	JOHN HOWITT Superintendent of Education - Information Technology	TERRY LYONS Superintendent of Education - Equity & Inclusion & Accommodations	SHARON PYKE Superintendent of Education - Special Education	PENNY ALLEN Superintendent of Business & Treasurer	DONNE PETRYSHYN Superintendent of Education - Human Resources
<ul style="list-style-type: none"> <li>• <b>Herman Family of Schools</b> Coronation, Davis, Maxwell, McCallum, Roseville, McGregor, Herman</li> <li>• <b>Leamington Family of Schools</b> East Mersea, Gore Hill, MD Bennie, Mill Street, Mount Carmel-Blytheswood, Queen Elizabeth and Leamington SS</li> <li>• <b>Kingsville Family of Schools</b> Jack Miner/Pelee Island, Kingsville, Ruthven, Kingsville DHS</li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Collective Agreement Administrator and Negotiations Liaison for Secondary Teachers and Secondary Occasional Teachers</li> <li>• Long Term Leaves of Absence (Secondary)</li> <li>• Teacher Evaluation (Secondary)</li> <li>• Scholarship Coordination (Awards)</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Secondary PAR</li> <li>• Secondary Teachers</li> <li>• Secondary Occasional Teachers</li> </ul> <p><b>Program Support</b></p> <ul style="list-style-type: none"> <li>• Inter School Sports (Secondary)</li> <li>• Secondary Out-of-District Approvals</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Faculty of Education Liaison (Secondary Practice Teacher Placement)</li> <li>• Associate Teachers (Secondary)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Harrow Family of Schools</b> Harrow Jr, Harrow Sr, HDHS</li> <li>• <b>Sandwich Family of Schools</b> Bellewood, LaSalle, Sandwich West, Prince Andrew, Sandwich Secondary</li> </ul> <p><b>PASS</b></p> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Student Success</li> <li>• School Effectiveness Framework</li> <li>• Safe Schools – Violence Prevention</li> <li>• Safe Schools – Suspension and Expulsion Appeals Liaison</li> <li>• Dual Credit Policy</li> <li>• PLAR</li> <li>• Collective Agreement Administrator and Negotiations Liaison for HRDC and Continuing Education Instructors</li> <li>• Adult PLAR</li> <li>• Summer School</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Adult and Continuing Education</li> <li>• HRDC</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Violence Prevention Committee (Board and Community Agencies)</li> <li>• Safe Schools Steering Committee</li> <li>• Supervised Alternative Learning</li> </ul> <p><b>Program Support</b></p> <ul style="list-style-type: none"> <li>• Student Success, Specialist High Skills Major, OYAP</li> <li>• Adult Literacy and ESL</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Police Liaison</li> <li>• Emergency Response</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Essex Family of Schools</b> Colchester North, Gosfield North, Essex, Essex DHS</li> <li>• <b>Belle River Family of Schools</b> Belle River, Centennial, Lakeshore Discovery, Belle River DHS</li> <li>• <b>Tecumseh Vista Family of Schools</b> A.V. Graham, D.M. Eagle, Victoria, Tecumseh Vista Academy K-12</li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• School Effectiveness Framework</li> <li>• Visible Learning – Schools in the Middle</li> <li>• School Operations (Balanced Day, School Year Calendar)</li> <li>• System Principal and Vice-Principal Meetings</li> <li>• Compensatory Education</li> <li>• Home Schooling</li> <li>• Home Instruction</li> </ul> <p><b>Community Liaison</b></p> <ul style="list-style-type: none"> <li>• Health Unit Liaison</li> <li>• Student Nutrition: <ul style="list-style-type: none"> <li>➢ Breakfast for Learning</li> <li>➢ Student Nutrition</li> <li>➢ School Food and Beverage</li> <li>➢ Jump Start Learning Program (OSNP)</li> </ul> </li> <li>• Faculty of Education Liaison <ul style="list-style-type: none"> <li>➢ Urban Education</li> <li>➢ Continuing Education</li> </ul> </li> <li>• U of W Nursing Students Liaison</li> <li>• St. Clair College Dental Nurses Liaison</li> <li>• Poverty Reduction Roundtable</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kennedy Family of Schools</b> Campbell, McWilliam, Queen Victoria, Kennedy</li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• EQAO Provincial Assessments: Capacity Building and Reporting Results</li> <li>• New Teacher Induction Program</li> <li>• Requests to Conduct Research with Staff</li> <li>• Teacher PD Funds</li> <li>• Leadership Development</li> <li>• Staff Development</li> <li>• Principal Performance Appraisal</li> <li>• Aboriginal Education</li> <li>• Learning Through The Arts</li> <li>• Character Development</li> <li>• Restorative Justice</li> <li>• Distance Learning</li> <li>• JK and SK Registration</li> <li>• Early Learning Program</li> <li>• Student Leadership and Exchange</li> <li>• Child Care Program/Best Start Liaison</li> <li>• eLearning</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Program Staff</li> <li>• Courier Services</li> <li>• CanCopy and AV Licensing</li> <li>• Media Services</li> </ul> <p><b>Program Support</b></p> <ul style="list-style-type: none"> <li>• Curriculum/Learning Resources Review, Development and Implementation</li> <li>• Early Literacy Initiative</li> <li>• Report Card and IEP</li> <li>• Special Programs/Services: Cooperative Education, ESL, Guidance, Tutors, Newcomer Reception Centre</li> <li>• Assessment Framework Committee</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Administrative Liaison to Education Committee</li> <li>• French Immersion Committee</li> <li>• Technology Council</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Faculty of Education (Research, Staff Development, NTIP)</li> <li>• Ministry Liaison for Curriculum</li> <li>• Partners in Education Community</li> <li>• University/St. Clair College Program Liaison</li> <li>• Ontario Public Supervisory Officers Association</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Forster Family of Schools</b> Benson, Brock, Dougall, Marlborough, Taylor and Forster</li> <li>• <b>Massey Family of Schools</b> Central, Glenwood, Northwood, Oakwood, Southwood, Roseland, Talbot Trail, Massey SS</li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Information Technology: Administrative Computers, Business Function Support Computers, Community Partnerships, Instructional Computers</li> <li>• Collective Agreement Administrator and Negotiations Liaison – Elementary Teachers and Elementary Occasional Teachers</li> <li>• Teacher Evaluation Process (Elementary)</li> <li>• Associate Teachers (Elementary)</li> <li>• Principal and Vice-Principal Promotion Process</li> <li>• International Languages</li> <li>• AODA</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Information Technologies Services Staff</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Interschool Sports (Elementary)</li> <li>• Technology Council</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Faculty of Education Liaison (Elementary Practice Teaching Placement)</li> <li>• WEDNet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Riverside Family of Schools</b> Dr. David Suzuki, Eastwood, Forest Glade, Hetherington, Parkview, Princess Elizabeth, Riverside</li> <li>• <b>Walkerville Family of Schools</b> Beaton, King Edward, Prince Edward, Begley, Walkerville</li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Accommodation Planning, Reporting and Development</li> <li>• New School Design and Development</li> <li>• Closed and Open Boundaries</li> <li>• Boundary Re-Alignment</li> <li>• Equity and Inclusion</li> </ul> <p><b>Program Support</b></p> <ul style="list-style-type: none"> <li>• Elementary Out of District</li> <li>• Religious Accommodations</li> <li>• Diversity</li> <li>• Change Your Future Program</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Equity and Inclusion Committee</li> <li>• PARC Committee</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Ministry Liaison for Equity and Inclusion</li> <li>• Capital Branch ARC Development Liaison</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agency Schools</b></li> <li>• <b>General Amherst Family of Schools</b> Amherstburg, Anderdon, Malden and General Amherst</li> <li>• <b>Century/Western</b></li> </ul> <p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Agency School Agreements</li> <li>• Appeals–System IPRCs, Hard to Serve Committee Chair</li> <li>• Annual Special Education Report</li> <li>• Collective Agreement Administrator and Negotiations Liaison – PSSP, ESS</li> <li>• Crisis Response Support Team</li> <li>• Threat Risk Assessment</li> <li>• Evaluation of Professional Staff</li> <li>• Implementation of Spec Ed Standards for MOE</li> <li>• Special Education Staff Development and Training</li> <li>• Special Education Funding</li> <li>• Exclusion / Modified Day</li> <li>• Liaise with Transportation for Special Education Students</li> <li>• LSTs, Spec Ed Teachers, Spec Ed Service Staff PD</li> <li>• Research with Students</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Agency Schools Staffing</li> <li>• Itinerant Teachers – Blind/Deaf</li> <li>• ESS Staffing (CYW, DSW, EA, SWHI, ECE)</li> <li>• Special Education Services Staff (PSSP)</li> </ul> <p><b>Program Support</b></p> <ul style="list-style-type: none"> <li>• Learning for All Initiative</li> <li>• Curriculum/Learning Resources Review, Development and Implementation for Spec Ed</li> <li>• SEA Equipment for Special Education</li> <li>• LST initiatives</li> <li>• Standardized Testing</li> <li>• Technology/Software Special Education</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Administrative Liaison to SEAC</li> <li>• Technology Council</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• Provincial Demonstration School Liaison</li> <li>• Regional Special Ed Council</li> <li>• Liaison with Ministries (Health, MCYS)</li> <li>• Student Support Leadership Initiative</li> <li>• Mental Health</li> </ul>	<p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Acquisition and Disposal of Property/Land Use Planning</li> <li>• Budget Preparation and Control</li> <li>• Internal and External Budget Audits</li> <li>• Capital Projects</li> <li>• Charitable Donations</li> <li>• Child Care - Lease and Facility Issues</li> <li>• Collective Agreement Administrator and Negotiations Liaison for Custodial and Maintenance, Skilled Trades</li> <li>• Finance and Administrative Services (Accounting, Payroll/ IPSS, Accounts Payable and Receivable, Office Services)</li> <li>• Financial Liaison/ Support for all Contract Negotiations</li> <li>• Insurance</li> <li>• Leases</li> <li>• Legal Services – Business/ Corporate</li> <li>• Occupational Health and Safety</li> <li>• Plant/Facility Services: Planning, Administration and Supervision</li> <li>• Purchasing</li> <li>• Coordination of Finances for Scholarships</li> <li>• System Finance and Reporting</li> <li>• Transportation</li> <li>• Administration Building</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Custodial/Maintenance, Skilled Trades, and NBE</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Administrative Liaison to Operations and Finance Cttee</li> <li>• Executive Committee</li> <li>• Transportation Consortium</li> </ul> <p><b>Community/Provincial Liaison</b></p> <ul style="list-style-type: none"> <li>• City/School Board Liaison Committee</li> <li>• County/School Board Liaison Committee</li> <li>• Council of Superintendents of Business (COSBO)</li> <li>• Management Committee (Civic Centre)</li> <li>• Essex DHS Athletic Complex Operating Committee and the Sandwich SS Carrick Track Committee</li> <li>• Municipal Liaison</li> <li>• Regional Superintendent of Business Council</li> </ul>	<p><b>System Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Benefits Administration</li> <li>• Administration of Terms and Conditions for NBE</li> <li>• Collective Agreement/Contract Administrator for CUPE 1348 Office, Clerical and Technical</li> <li>• Long Term Leaves of Absence (Elementary)</li> <li>• Employee Relations</li> <li>• Human Rights</li> <li>• Human Resources</li> <li>• Joint Employee Assistance Program</li> <li>• Legal Services: Grievances and Arbitrations</li> <li>• Municipal Freedom of Information and Protection of Privacy Act</li> <li>• Pay Equity</li> <li>• Records Management</li> <li>• Attendance Support &amp; Disability Management</li> <li>• Workplace Safety Insurance Board (WSIB)</li> <li>• Switchboard</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Elementary Teachers</li> <li>• Elementary Occasional Teachers</li> <li>• Secretarial/Clerical</li> </ul> <p><b>Negotiations</b></p> <ul style="list-style-type: none"> <li>• Teaching and Non-Teaching Contract Negotiations</li> <li>• Non-Teaching Staff Negotiations Liaison</li> </ul> <p><b>Committees</b></p> <ul style="list-style-type: none"> <li>• Technology Council</li> </ul>