

Thunder Bay Catholic District School Board

Emerging Leadership Program
For Board Administration Leadership Positions



July 18, 2012

Emerging Leadership Program For Board Administration Leadership Positions

Introduction

The Thunder Bay Catholic School Board supports aspiring leaders in Board Administrative positions. These leadership positions include Supervisors and Managers.

The core framework for leadership development includes the following:

- The manager/supervisor builds a shared vision, fosters the acceptance of group goals and sets and communicates high performance expectations.
- The manager/supervisor strives to foster genuine trusting relationships with and among staff, school communities, and the public guided by a sense of mutual respect. The manager/supervisor affirms and empowers others to work in the best interest of students.
- The manager/supervisor builds collaborative cultures, structures the organization for success and connects to the organization and its wider environment.
- The manager/supervisor sets high expectations for achieving department outcomes and monitors and evaluates their effectiveness. The manager/supervisor manages the department effectively to support the focus on teaching and learning.
- The manager/supervisor is responsible for creating conditions for student success and is accountable to staff, school community, the public, supervisors and to the Board for ensuring that students benefit from a high quality education

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Supporting Emerging Leadership

The Emerging Leadership Program for Board Administration Leadership Positions such as Supervisors and Managers would involve the following:

- Completion of the six online core modules of the School Board Administration Program offered through the Centre for Open Learning and Education Support – University of Guelph and OASBO (Ontario Association of School Business Officials)
- Completion of the Leadership Thunder Bay Program

Learning Objectives of Each Program

School Board Administration Program

The School Board Administration Program explores a broad range of management topics that are specific to the school board environment. Each online core module is 10 weeks in duration offered in September, January and April. Although not mandatory, OASBO also offers Certificate Programs consisting of four one week classroom based electives. These are offered during the summer months in Guelph, Ontario. The combination of the six online core modules and completion of a certificate program can earn the candidate a Diploma in School Board Administration from the University of Guelph.

Online Core Modules are as follows:

- > Introduction to School Board Administration
- > Financing of Education in Ontario
- > Legal Governance
- > Communications Management
- > Leadership and Ethics
- > Operation Resource Management

Electives (classroom based) belong to the following OASBO Certificate Programs

- > Certificate in Facilities Management
- > Certificate in Disability Management and Attendance Support
- > Certificate in Human Resources Management
- > Certificate in Information and Communication Technology Management
- > Certificate in Pupil Transportation Management
- > Certificate in Freedom of Information and Records Information Management

Please refer to the Diploma in School Board Administration Website for course descriptions and offerings.

<http://www.schoolboardadmin.com/default.aspx>

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Leadership Thunder Bay Program

Leadership Thunder Bay is a leadership skills development program that focuses on the broad issues affecting our community. This is a ten month program that consists of an orientation and team building retreat, eight leadership learning days set throughout the community, a community-based team action project and graduation.

Please refer to the Leadership Thunder Bay Program for more information and timelines.

<http://www.leadershiptb.com/default.asp?pgid=1>

**Emerging Leadership Program
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Application for Subsidy – School Board Administration Program

The Board has set aside funds to provide financial support for leadership development to individual(s) who are committed to completing the online core modules of School Board Administration Program offered through University of Guelph

Terms

The School Board Administration Program subsidy will include course tuition fees.

It is understood that any candidate who receives the School Board Administration Subsidy and leaves the employ of the board within three years of completion of the program to accept a position with another Board will repay the Board the full subsidy received.

Required Prerequisites

In order to apply for the School Board Administration Program subsidy an individual must:

- possess the admission requirements for the program
- agree to complete the program

Application Process

Interested candidates must submit to the Director of Education a letter confirming the prerequisites along with a 500 word essay describing

- why they are interested in taking the program
- qualifications and characteristics for success as a senior leader in a Catholic school Board
- short and long-term career goals with our Board
- anticipated timeline for completing the School Board Administration Program

Applications for the School Board Administration Program Subsidy must be received by May 15 for program commencement in September.

Senior Team will review all applications and recommend approval of selected candidate(s) to the Director of Education.

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Application for Subsidy – Leadership Thunder Bay Program

The Board has set aside funds to provide financial support for leadership development to individual(s) who are committed to completing the Leadership Thunder Bay Program.

Terms

Leadership Thunder Bay Program subsidy will include tuition costs and time away from work to attend all eight Leadership Development Learning Days.

It is understood that any candidate who receives the Leadership Thunder Bay Program subsidy and leaves the employ of the Board within three years of completion of the program to accept a position with another Board will repay the Board the full subsidy received.

Required Prerequisites

In order to apply for the Leadership Thunder Bay Program subsidy and individual must:

- possess the admission requirements for the program
- agree to attend all scheduled learning days through out the year

Application Process

Interested candidates must submit to the Director of Education a letter confirming the prerequisites along with a 500 word essay describing

- why they are interested in taking the program
- qualifications and characteristics for success as a senior leader in a Catholic school Board
- short and long-term career goals with our Board

Applications for the Leadership Thunder Bay Subsidy must be received by May 15th for program commencement in September.

Senior Team will review all applications and recommend approval of selected candidate(s) to the Director of Education.