

Employment Opportunity: Coordinator of Member Services

Open to all current PSAANS members, retired school or regional-level administrators, and qualified external candidates.

The Public School Administrators Association of Nova Scotia (PSAANS) invites applications from qualified candidates for the position of **Coordinator of Member Services**. The Public School Administrators' Association of Nova Scotia was formed on August 1, 2018, and represents the interests and voices of over 850 school-based and system-level administrators in all seven Regional Centres for Education and the Conseil scolaire acadien provincial. The Public School Administrators Association of Nova Scotia is governed by a 16-member Board of Directors.

Effective date: August 1, 2023 (negotiable)

Hours: 12-month contract position (with the possibility of extension) August 1, 2023, to July 31, 2024, 40 hours per week

This is a NON-Union position.

Location: PSAANS office (Halifax Regional Municipality)

Deadline for applications: July 14, 2023 at 11:59 pm

Salary commensurate with qualifications and experiences. Benefits package to be determined

Coordinator of Member Services Reports to the Executive Director, PSAANS. Responsibilities Include:

- Clarifying understanding of the Terms and Conditions of Employment (MOU) at both provincial and regional levels;
- Responding to questions regarding members' duties under the Terms and Conditions of Employment (MOU), specifically complaints, disciplinary matters, workplace investigations, interpersonal workplace disputes, requests for leaves of absence/workplace accommodation/return to the classroom, or matters pertaining to promotion, demotion, compensation or termination;

- Providing members with representation that may include consultations, drafting communications, and attending meetings and/or internal proceedings (this will require extensive travel throughout the province);
- Engaging with members daily to provide advice for prompt problem-solving on challenging issues;
- Maintaining accurate, detailed, and confidential records related to the support provided to members;
- Working with The Manager of Financial Services to maintain a current Membership Registry;
- Assisting with the development and implementation of various communications to the Membership including updates to the PSAANS website, the Member Handbook, and New Member correspondence;
- Assisting with the development of various communications, including but not limited to, Liaising with the regional centres and CSAP board personnel, as well as external agencies, on collaborative problem-solving;
- Assisting members with matters related to pension and benefits protected under legislation;
- Developing and facilitating timely and relevant professional learning for members, including but not limited to, pre-retirement seminars, Group Insurance benefits, and support services;
- Coordinating the retirement banquet for PSAANS retirees in conjunction with the annual professional learning conference;
- Performing other duties as may be assigned.

Qualifications:

Educational and Working Experience:

- Master's degree in education or equivalent;
- A minimum of five years experience as a school-based administrator;
- Experience with policy development and implementation;
- Experience working with Human Resource Department(s)/Labour Relations on matters related to workplace complaints, discipline, investigations, and/or accommodations;
- Training and/or experience with mediation or conflict resolution.

Leadership Qualities and Soft Skills:

- Superior leadership skills that promote a team approach to problem-solving;
- Ability to manage complex work addressing broad personnel issues;
- Ability to analyze problems and formulate recommendations;
- Ability to work independently with limited supervision;
- Superior organizational skills including attention to detail;
- Strong written, oral, and interpersonal communication skills;
- Strong ethics and commitment to confidentiality;

- Professional and friendly demeanor;
- Being bilingual (English/French) is considered an asset.

Your application must include at least three (3) work-related references; **one** must be your most recent supervisor. References checks will be completed for the recommended candidate(s).

All employees of the Public School Administrators Association of Nova Scotia must provide current (within the past 3 months) and clear Criminal Record Check—Vulnerable Sector and Child Abuse Registry Check.

A valid driver's license and access to a vehicle is required.

Application Requirements: Please send a resume detailing your qualifications and experience and a cover letter outlining why you believe you are the right person for this position to execdir@psaans.ca. Please be sure to include a minimum of three professional references with your application. Please note that only candidates selected for interviews will be contacted.

The Public School Administrators' Association of Nova Scotia appreciates your expression of interest in employment.

All applications will be kept confidential.

Deadline for applications: July 14, 2023, at 11:59 pm