



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
 TITLE: DUTIES AND RESPONSIBILITIES  
 CODE: 4021 Role Descriptions

Reference Matrix	
Education Act (1995)	Section 85, 87, 175, 231
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

### Background:

In a Catholic environment that fosters collegiality and supports continuous learning, the Board of Education expects that all staff will consistently work towards the achievement of the Holy Family RCSSD No. 140 Vision, Mission, and Guiding Principles in order to provide the educational program within the schools of the Division.

Holy Family supports clear communication with all employees and provides access to a clear and concise role description.

### Procedures:

1. Each individual and detailed role description can be found in the following:

### Central Office Level:

Code 4021-001 Chief Financial Officer/Human Resource Manager  
 Code 4021-002 Computer/Networking Support Technologist  
 Code 4021-003 Coordinator of Religion and Curriculum  
 Code 4021-004 Director of Education/Chief Executive Officer (CEO)  
 Code 4021-005 Early Childhood Intervention Program (ECIP) Interventionist  
 Code 4021-006 Early Childhood Intervention Program (ECIP) Lead Interventionist  
 Code 4021-007 Executive Assistant to the Director/Data Administrator  
 Code 4021-008 Finance Administrator

Code 4021-009	Maintenance Worker
Code 4021-010	Manager of Facilities and Transportation
Code 4021-011	Payroll/Human Resource Administrator
Code 4021-012	School Counsellor
Code 4021-013	Speech-Language Pathologist
Code 4021-014	Superintendent of School Operations
Code 4021-015	Superintendent of Student Services & Assessment
Code 4021-016	System Technology Facilitator

**School Level:**

Code 4021-101	Bus Driver
Code 4021-102	Caretaker
Code 4021-103	Educational Assistant
Code 4021-104	Learning Facilitator
Code 4021-105	Library Technician
Code 4021-106	Noon Hour Supervisor
Code 4021-107	School Administrative Assistant
Code 4021-108	School Administrator
Code 4021-109	Teacher
Code 4021-110	Vice Principal