

*The District School Board of Niagara and the Niagara Catholic District School Board
invites applicants for the following position:*

**Executive Director
Niagara Student Transportation Services**



Niagara Student Transportation Services (NSTS) is a consortium between the District School Board of Niagara and the Niagara Catholic District School Board responsible for providing safe, effective and efficient student transportation services. NSTS transports 35,000 students to and from school each day on 565 school buses with an annual budget of \$32 million.

Position Summary:

Reporting to the NSTS Board of Directors and serving as the Secretary to the Board of Directors, the Executive Director will provide leadership, vision and oversight of the consortium as a not-for-profit corporation and as an extension of the member school boards. Responsibilities include developing strategic and operational plans, analyzing and reporting performance, policy development and implementation for all student transportation services provided by NSTS. The Executive Director is responsible for all aspects of the budget, expenditures, contracting practices, maintaining corporation status and compliance with all school board policies, procedures, sector leading practices and applicable legislation.

The Executive Director will be a champion for student transportation and active school travel in the Niagara Region and will proactively engage and manage relationships for safe student travel to and from school with school boards, service providers and community partners. The Executive Director will be the spokesperson for the Consortium and will be responsible for effective communication and public relations. The Executive Director will maintain the Consortium's effectiveness and integrity in all interactions internal and external to NSTS.

Qualifications:

- University Diploma in Business Administration, Planning, Geography or a related field.
- Minimum five years senior management experience, preferably within the public sector or student transportation.
- Proven leadership experience of an operational department focused on team-building, fairness, equity, collaboration and relationship building.
- People orientation with proven experience exercising tact, diplomacy and emotional intelligence in interactions with internal and external customers.
- Strong communication and effective messaging skills using existing and new communication tools to reach internal and external customers.

- Proven result-oriented leader with a passion for excellence, the ability to effectively manage multiple priorities with enthusiasm and experience providing technical, advisory and consultation services to a variety of stakeholders.
- Demonstrated ability to develop, implement and apply policies, procedures and guidelines to ensure the most effective course of action, including standardization of practices to maximize performance reporting.
- Knowledge of Provincial legislation related to school bus transportation, the education sector and health and safety.
- Experience developing and administering annual budgets, preferably with experience in Public Sector Accounting Board (PSAB) standards.
- Experience with competitive procurement, negotiating service contracts and contract performance management, preferably with experience complying with the Broader Public Sector Procurement Directive.
- Demonstrated analytical and strategic planning skills and experience in report writing, oral presentations and computer applications, preferably with experience with Microsoft 365 and integrated GIS software solutions.
- Applicants with an equivalent combination of education and experience may be considered

This is a full-time position (35 hours per week) which includes a competitive wage rate (\$118,857 - \$141,494 per annum) and a comprehensive benefits package.

Applications including cover letter, resume, and three professional references must be submitted via email to careers@nsts.ca by Monday, November 15 at 4:00 p.m. Please reference Executive Director Niagara Student Transportation Services in the subject line.

Niagara Student Transportation Services is committed to equity and inclusion in the recruitment and hiring of its employees, who reflect the diversity of our community and students we serve. We encourage and welcome submissions from candidates from diverse backgrounds to build a supportive and inclusive workplace. NSTS welcomes applications from: Indigenous peoples, members of visible minorities, women, persons with visible and non-visible disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

NSTS will make interview and employment accommodations during the selection process, based on any of the human rights protected grounds. Please notify us in advance and we will work with you to meet your needs. Applicants are thanked for making known their interest in working for Niagara Student Transportation Services. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Warren Hoshizaki, Director of Education
District School Board of Niagara

Camillo Cipriano, Director of Education
Niagara Catholic District School Board