



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Memorandum DRTR21-22016

To: All Staff
From: Tracy Barill, Director of Education
Date: February 17, 2022
Subject: **Human Rights and Equity Advisor (HREA)**

The Director of Education invites applications for the position of Human Rights and Equity Advisor.

The Durham Catholic District School Board (DCDSB) encompasses the area from Pickering to Oshawa and extends north to Beaverton. Governed by eight publicly elected Catholic trustees, the Board has provided faith-based, Catholic education in the Durham Region for over 50 years. Currently, DCDSB serves 21000+ students in 38 elementary schools and 7 secondary schools. The Board also provides comprehensive continuing and alternative education programs through Archbishop Anthony Meagher Catholic Continuing Education Centers and Father Don MacLellan Catholic Secondary School. In 2021-2022 the Board will also operate an Elementary Virtual School.

Striving to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ, the Board is seeking an exemplary and innovative senior human rights professional who will work proactively with various stakeholders in a non-partisan capacity to protect and advance matters of human rights and equity.

As a member of the Board's Senior Administrative Team, reporting to the Director of Education, the successful candidate will significantly contribute to the Board's commitment to human rights, diversity and inclusion and maintain welcoming, respectful working and learning environments. Working in collaboration with the Senior Administrative Team the HREA will increase the Board's capacity to meet and exceed its legal and ethical obligations in support of DCDSB's Mission, Vision and Strategic Commitments as outlined in the [Board's strategic plan](#).

Primary Objectives and Responsibilities:

Build and maintain a culture of respect for Human rights through leadership, education and training, and participation in system-level decision-making.

- Build, support and maintain effective system networks to promote an equitable and inclusive culture respecting human rights in our Catholic schools and board community.
- Work with the Board's Senior Team to identify and respond to human rights and equity related risks.
- Review, develop, coordinate, provide guidance on and implement system-wide policies, procedures and guidelines related to human rights, equity, diversity, and inclusion.
- Develop and provide professional learning and training activities across the system to improve human rights knowledge and awareness that leads to more equitable and inclusive schools and workplaces.
- Provide guidance and training to Board staff to respond to complaints and ensure compliance with the Board policies, procedures and guidelines related to human rights, equity, diversity, and inclusion.
- Support the development and implementation of the strategic planning process through the provision of guidance and advice on fostering a culture free of harassment and discrimination.
- Enhance the collection, analysis and use of data to identify and address systemic organizational and attitudinal barriers and support the Board to meet its responsibilities under Ontario's Data Standards for the Identification and Monitoring of Systemic Racism.
- Consult and work with staff, unions, students, parents, Indigenous partners, other local community partners and ministry staff.
- Support equitable teaching and learning for all students, including promoting culturally responsive and relevant pedagogy.
- Other related duties as assigned.

Support the resolution of human rights complaints

- Supervise implementation of the complaints procedure to ensure procedural requirements are met, and ensure the integrity of the process and safety of the participants.
- Ensure proper documentation of human rights complaints, including tracking and monitoring progress.
- Assist with assessment of complaint scope.
- Determine appropriate methods of dispute resolution and contract services (e.g., investigators) where needed.
- Develop and approve investigation plans, review reports and communicate findings.
- Facilitate resolution of human rights complaints, including conducting mediation, investigation or other forms of complaint resolution where appropriate and as needed.

Qualifications and Skills Required:

- Superior understanding of the Ontario *Human Rights Code* and human rights case law and emerging trends and issues.
- University degree with a focus on Human Rights, Public Administration, Law, Human Resources or related discipline.
- Demonstrated work-related expertise in applying human rights law and analyzing issues using the *Human Rights Code* and relevant policies to prevent and address discrimination and harassment including:
 - 3-5 years of experience in human rights investigations, complaint resolution and restorative justice.
- Experience in designing and delivering human rights education and training programs, including conducting training on complaints resolution and restorative justice.
- Demonstrated experience providing advice and expertise on human rights-related strategic policy issues to senior level administration.
- Excellent managerial skills with respect to planning, communication, decision-making, motivating and problem-solving, and professional experience at a senior level managing complex and/or high-profile projects.
- Demonstrated experience working with external and internal stakeholders, including senior management, to develop human rights-related policies and procedures.
- Excellent relationship-building skills, sound judgement, sensitivity and an inclusive approach to building consensus and solving problems.
- Strong cultural competence and demonstrated commitment to working in a diverse school community and/or work environment.

Compensation:

This is a senior executive level position with a commensurate salary range between \$146,000 - \$158,000 + benefits.

Method of Application:

Candidates wishing to be considered for this position must submit the following:

- Cover Letter
- Detailed Curriculum Vitae
- Three (3) professional references and the authorization/consent to contact them

Deadline: Written applications will be received by electronic mail, not later than **March 9, 2022 at 4:00 p.m.** in strict confidence to:

Tracy Barill, Director Education
Email: tracy.barill@dcdsb.ca
Durham Catholic District School Board
650 Rossland Road West
Oshawa, ON L1J 7C4

Please note that a condition of employment is the completion of a criminal background check with vulnerable sector, satisfactory to the Board.

The Durham Catholic District School Board believes that fostering an inclusive, anti-racist and equitable culture is a moral imperative. Helping the diverse students we serve in reaching their full potential, and, ensuring that every member of this community is valued, are foundational pillars at our Catholic School Board. We welcome applications from all qualified individuals that are traditionally underrepresented and under recruited in our workforce.

Pursuant to the accessibility for Ontarians with Disability Act, 2005 (AODA), if you require accommodations at any time throughout the application process, please contact Brenda Rocha at brenda.rocha@dcdsb.ca prior to the closing date so that appropriate arrangements can be made.

PLEASE POST THIS NUMBERED MEMO ON YOUR STAFF BULLETIN BOARD

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