

HIRING COMPETITION

Corporate Services Supervisor (Full-Time Permanent 12-Month Position) Salary: \$94,159 to \$114,436

The successful candidate will be responsible for overseeing all enrolment planning and reporting.

Responsibilities

Reporting to the Manager of Information Technology and Corporate Planning, the Corporate Services Supervisor provides leadership and support to the IT Helpdesk/Webmaster, IT/Facilities Secretary, Student Information Systems Coordinator, and the Receptionist/Community Use Officer. The Corporate Services Supervisor actively participates in overall supervision of the Board's Student Information System for Lakehead DSB. The supervisor ensures that enrolment reporting for the board is completed in a timely manner and that accurate data for enrolment projections is available for financial, staffing, and facility planning needs.

Duties will include:

- Managing the overall operation and monitoring of board Student Information Systems
- Providing guidance, support and supervision to the Help Desk Attendant, IT/Facilities Secretary, Student Information Systems Coordinator, and the Receptionist/Community Use Officer, including assigning and monitoring team members' tasks, identifying priorities and work schedules, and managing time-off and absences
- Leading board planning and reporting activities relating to facilities and enrolment, zoning, accommodation reviews, and business cases for large-scale capital projects
- Overseeing property leases and community use of schools, including completing lease renewals and meeting with community partners to discuss future plans and resolve concerns
- Managing partnerships and relationships with vendors, other school boards and educational institutions, municipal agencies, Ministry of Education staff, and various province-wide industry-related professional organizations in relation to student records and related systems, enrolment and facilities reporting, system planning, and projections
- Ensuring the Board and schools follow ministry and board regulations, policies, and procedures with respect to the maintenance and use of student data
- Managing the board's physical and digital data archives, data retention process and schedules, including MFIPPA and FOI responses and data classification to ensure compliance with laws, regulations, policies, and procedures

Required Education & Experience

- A university degree in Computer Science, Business Admin/Commerce, Software Engineering, Management Information Systems, or another related area of study
- Minimum of 5 years' experience with K-12 student records systems
- Expert knowledge of Ontario K-12 funding and enrolment rules and regulations
- Extensive technical experience administering and working in Ontario K-12 school board information technology environments

Application Procedure

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to hr@lakeheadschoools.ca.

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

We welcome applications from all qualified candidates.

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. Wednesday, July 8th, 2026.**