



COMPLIANCE COORDINATOR

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit www.sd42.ca.

THE OPPORTUNITY COMPLIANCE COORDINATOR

The Compliance Coordinator reports to the Executive Coordinator, with primary responsibility to serve as the first point of contact for privacy related inquiries and requests for access to information and maintain the records management systems for the school district. The Compliance Coordinator provides administrative support to the Executive Coordinator, prepares contracts, reports, correspondence, handles highly confidential documentation and information, plans and organizes events.

RESPONSIBILITIES

1. Serves as the first point of contact for inquiries and requests for access to information, assesses basic needs and refers as appropriate.
2. Provides administrative support for compliance with Freedom of Information and Protection of Privacy Act (FIPPA) and the Office of Information and Privacy Commissioner for British Columbia (OIPC).
3. Receives and tracks all information access requests including consultations from other public bodies and appeals to the OIPC.
4. Continuously reviews all relevant processes to ensure the highest levels of business ethics and contractual terms and conditions are maintained.
5. Maintains the records management systems for the school district and ensures confidentiality is maintained in all matters.
6. Drafts correspondence, reports, privacy impact assessments, and other relevant documentation on behalf of the Secretary Treasurer.
7. Coordinates privacy awareness training delivery by organizing schedules, handling invitations and registrations, room bookings and set up, maintaining training and workshop calendars, and other related duties. Attends and assists in training sessions as required; takes notes and supports group exercises.
8. Reviews contracts and suggests changes to the Secretary Treasurer.
9. Coordinates the collection of records and other evidence for litigation/arbitration.

10. Maintains an electronic database of contracts held with external agencies, educational institutions and other public bodies.
11. Ensures contracts are executed as drafted and renewed upon expiry.
12. Assists the Executive Coordinator with organizing board sponsored events both on and off site. Secures appropriate facilities for events and negotiates rental agreements for venues, furniture and equipment. Negotiates catering contracts and coordinates caterers on site. Designs venue set-up and coordinates staff who set-up the venue. Works with event sponsors, presenters and facilitators to create agendas and materials for each event. Communicates event details to partner groups and the public and is the primary contact for all event related enquiries.
13. Works closely with the Executive Coordinator to research, write, proofread and edit board recommendations and reports.
14. Provides administrative support to the Board of Education. Maintains an electronic calendar for the Board of Education and the Secretary Treasurer, arranges for their attendance at school and board functions, books conferences and makes travel arrangements.
15. Assists with the preparation and distribution of Board meeting materials.
16. Takes and transcribes minutes of meetings and prepares follow-up materials for senior staff and appropriate board committees.
17. Assists with the research of new policies and procedures, edits draft policies and procedures, coordinates public feedback on draft policies, uploads policies to the district website, communicates approved policies to senior staff and the BC School Trustees Association and answers inquiries regarding existing board policy.
18. Composes and arranges for signature correspondence for the senior staff and the Board of Education.
19. Maintains assigned sections of the school district website including the Board of Education section.
20. Manages the budgets of the Board and the Secretary Treasurer, is responsible for the monthly reconciliation of credit card expenses and the assignment of appropriate accounts codes for expenditures.
21. Other duties as assigned by the Secretary Treasurer and the Executive Coordinator.

QUALIFICATIONS

1. Post-secondary education diploma or higher level, preferably in Law, Office Administration or related field.
2. Five to seven years of experience in progressively responsible administrative or compliance roles, preferably within the education sector, or an equivalent combination of experience and education is necessary.
3. Strong interpersonal skills and confidence in working with internal and external stakeholders, including the public, government bodies, senior staff and Board of Education.
4. In-depth knowledge of the Freedom of Information and Protection of Privacy Act with the ability to ensure organizational compliance with all relevant policies and legal standards.
5. Proven ability to work collaboratively within cross-functional teams.
6. Strong organizational skills and multitasking abilities, exhibiting flexibility and creativity to resolve problems.
7. High levels of judgment, discretion and diplomacy in handling sensitive and confidential matters and materials.
8. Excellent verbal and written communication skills.
9. Proficient with using a variety of software tools, including Microsoft Office Suite.

Please note that this is a full-time temporary position, for approximately 18 months, from January 2025 to June 2026.

COMPENSATION

The salary range for this position is \$76,844-\$96,055 plus an excellent benefits package.

TO APPLY

To apply, please send your cover letter, resume and [district application form](#) to applicants@sd42.ca, this posting will remain open until October 31, 2024. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.