



TINA SINCLAIR RETIREMENT BIOGRAPHY

Tina Sinclair began her career at Kenora Catholic in February 2012 and has held the position of Manager of Human Resource Services since that date. Over the past six years, Tina has made significant contributions to the organization and is a real leader in her field. She has provided exceptional service to principals, teachers and support staff throughout the board, putting the health and wellness of all staff at the core of her service.

A few of the initiatives and improvements Tina has implemented are:

- Carrying on the board's FISH Philosophy Awards Recognition Program that is a life-long learning approach that inspires people to be engaged in the work they do,
- Implementing a consistent hiring process for all positions including updating all job descriptions,
- Development of the long-term occasional hiring process – Putting Students First Act,
- Chief negotiator of the local OECTA collective agreements and the support staff process,
- Development of numerous procedures that guide payroll and human resource services,
- Redesigning the human resource services website focusing on making it user-friendly for employees, and most recently the implementation of a new performance management process



In 2013/14 Tina's outstanding contributions in Human Resource Services was recognized when she was awarded the Director's Award of Excellence for Leadership for her implementation of SmartFind Express, the digital absence management program.

Tina has been known to start working at 6:00 a.m. in the morning to support principals in staffing schools for the day to ensure that students have the right teachers and education assistants in classrooms to support student achievement.

Throughout her career at Kenora Catholic Tina has maintained a high standard in her department and has put the needs of staff and students at the forefront of everything she does. She has integrity and a deep commitment to students and staff, and will be greatly missed.

We wish Tina a long and joyous retirement filled with adventure, laughter, good health and lots of prosecco. Thank you Tina for your dedicated and servant leadership in Human Resource Services.