

## Policy 13

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### ROLE OF THE DIRECTOR OF EDUCATION

The Director is the Chief Executive Officer of the Board and of the Division in accordance with Section 45 of *School Division Administration Regulations*. The Director reports directly to the corporate Board, and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Director.

While recognizing the provisions of Section 45 of *School Division Administration Regulations* and related statutes the following specific areas of responsibility are assigned by the Board:

#### 1. Educational Leadership

- 1.1 Provides leadership in all matters relating to education in the Division.
- 1.2 Ensures students in the Division have the opportunity to meet the standards of education set by the Minister and achieve the goals of Education Sector Strategic Plan.
- 1.3 Implements education policies established by the Minister and the Board.

#### 2. Fiscal Responsibility

- 2.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 2.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

#### 3. Personnel Management

- 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
- 3.2 Monitors and improves the performance of all staff.

#### 4. Policy

- 4.1 Provides leadership in the planning, implementation and evaluation of Board policies.
- 4.2 Keep the Administrative Procedures Manual current.

#### 5. Director/Board Relations

- 5.1 Establishes and maintains positive professional working relations with the Board.
- 5.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.

**6. Continuous Improvement Planning and Reporting**

- 6.1 Leads the strategic planning process including the development of Division goals, budget, student learning, facilities and transportation plans and implements plans as approved. Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval).
- 6.2 Reports regularly on results achieved through accountability reports.

**7. Organizational Management**

- 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
- 7.2 Reports to the Minister with respect to matters identified in and required by *The Education Act, 1995*.

**8. Communications and Community Relations**

- 8.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained.

**9. Leadership Practices**

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he works most directly in carrying out the directives of the Board and the Minister.

Reference: Sections 159, *The Education Act, 1995*

Approved: May 5, 2014

Revised: November 26, 2018