

## 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 *School Division Administration Regulations* and related statutes the following specific areas of responsibility are assigned by the Board:

#### 1. Student Learning and Well-being

- 1.1 Providing safe, positive learning environments by ensuring high-quality teaching and learning.
- 1.2 Providing healthy and sustainable physical and social environments that protect, respect, and include all students.
- 1.3 Providing for the safety and well-being of students while participating in school-sanctioned programs.
- 1.4 Ensuring student transportation is provided with due regard for safety, reasonable access to educational opportunities, fiscal responsibility, and efficiencies of time.
- 1.5 Ensuring that student attendance and engagement are tracked and that appropriate mitigation strategies are developed.

#### 2. Educational Leadership and Leadership Practices

- 2.1 Providing leadership in all matters relating to education in the Division.
- 2.2 Ensuring students in the Division can meet the standards and outcomes of education set by the Ministry of Education.
- 2.3 Implementing education policies established by the Ministry of Education and the Board.
- 2.4 Ensuring accurate assessment and evaluation of student achievement.
- 2.5 Ensuring ongoing learning supports are provided to students in vulnerable circumstances and with identifiable need(s).
- 2.6 Actualizing the Division's vision, mission, values through progressive actions to ensure currency for all learners.
- 2.7 Demonstrating an authentic commitment and actions towards reconciliation as outlined in the *Truth and Reconciliation Commission of Canada: Calls to Action Report*.

#### 3. Governance

- 3.1 Ensuring that the Director's understanding, training, and professional development of governance practices is current and relevant and is embedded in the operations of the school division.
- 3.2 Ensuring the facilitation of governance training and professional development for all school division leadership team members.

- 3.3 Working cooperatively with Board Members in enhancing governance practices, including the development of effective governance tools and templates.

#### **4. Fiscal Responsibility**

- 4.1 Ensuring the fiscal management of the Division is following the terms or conditions of any funding received by the Board.
- 4.2 Ensuring the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 4.3 Ensuring that insurance coverage is in place to adequately protect assets, indemnify liabilities, and provide for proper risk management.
- 4.4 Ensuring that current service agreements are in place and honored with First Nation authorities.

#### **5. Human Resource Management**

- 5.1 Providing overall authority and responsibility for all human resource-related processes and actions (i.e., the development of mandates for collective bargaining and those human resource matters precluded by legislation, collective agreements, or Board policy).
- 5.2 Ensuring that effective evaluation and supervisory processes are developed and implemented for growth and accountability.
- 5.3 Ensuring that the Division attracts, retains, motivates, and develops a highly qualified workforce to ensure student learning and well-being.
- 5.4 Ensuring that diversity and equity policies and practices are in place which respect all employees.

#### **6. Policy and Administrative Procedures**

- 6.1 Implementing Board policy and direction with integrity in a timely fashion.
- 6.2 Developing, implementing, and updating Division administrative procedures to ensure alignment with Board policy.
- 6.3 Demonstrating governance knowledge & tools while providing advisement to the Board.

#### **7. Director/Board Relations and Governance Support**

- 7.1 Establishing and maintaining a positive, professional working relationship with the Board.
- 7.2 Honoring and facilitating the implementation of the Board's roles and responsibilities as defined in Board policy.
- 7.3 Providing the information that the Board requires to perform its role.

#### **8. Strategic Planning and Reporting**

- 8.1 Facilitating the strategic planning process.
- 8.2 Implementing strategic actions as approved.
- 8.3 Involving the Board throughout the planning, implementation, and reporting process, providing for appropriate Board oversight.
- 8.4 Providing accountability reports at least annually on results achieved.
- 8.5 Facilitating the Enterprise Risk Management process to ensure the identification and development of mitigation strategies for areas of risk to the organization.
- 8.6 Supporting the Board to engage the public to ensure broader community involvement.

**9. Organizational Management**

- 9.1 Demonstrating compliance with all legislative, legal, Ministerial, and Board mandates and timelines.
- 9.2 Reporting to the Minister of Education concerning matters identified in and required by the Education Regulations and Education Act, 1995.
- 9.3 Ensuring the efficient functioning of the Division through continuity planning.
- 9.4 Building an organizational culture that is conducive to high performance.
- 9.5 Ensuring risks are identified, assessed, analyzed, addressed, reported, and monitored.

**10. Communications and Community Relations**

- 10.1 Taking appropriate actions to ensure positive external and internal communications are developed and maintained.
- 10.2 Acting as the Head of the organization for the Local Authority Freedom of Information and Protection of Privacy (LA FOIP) Act and ensuring the appointment of LAFOIP Officer with appropriate duties.
- 10.3 Demonstrating visibility within the Division and sector that is productive and purposeful.
- 10.4 Demonstrating a commitment to interagency collaboration and partnership building.

**11. Leadership Practices**

- 11.1 Practicing leadership in a manner that is viewed positively and has the support of those with whom the Director 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

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