

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section ROLE DESCRIPTIONS

Policy Name DIRECTOR OF EDUCATION

801

Board Approved: February 20, 2007

Review Prior To: December 2012

Policy

The Director of Education is both the Chief Education Officer and the Chief Executive Officer of Superior-Greenstone District School Board. The director reports directly to the corporate board. The director is accountable to the board of trustees and, through statute, to the Minister of Education for the organization and operation of Superior-Greenstone District School Board. All board authority delegated to staff is delegated through the Director of Education

The Director of Education advises the board of trustees and recommends actions to address current emerging issues and trends to ensure that Superior-Greenstone District School Board policies and programs result in the attainment of the board's strategic direction.

Procedures

1.0 Director of Education – Areas of Responsibility

The director's areas of responsibility include, but are not limited to:

1.1 Commitment to Students and Student Learning and Achievement

- 1.1.1 Demonstrates care for and commitment to students.
- 1.1.2 Demonstrates commitment to student achievement.
- 1.1.3 Promotes an atmosphere of trust within the school community, setting the tone for mutually respectful relationships.
- 1.1.4 Provides guidance, focus and leadership to ensure the success of all students.
- 1.1.5 Takes the necessary steps to provide a safe and caring environment for all students.
- 1.1.6 Takes the necessary steps to provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by Superior-Greenstone District School Board.
- 1.1.7 Takes the necessary steps to provide facilities to accommodate Superior-Greenstone District School Board students.

2.1 Educational Leadership

- 2.1.1 Provides leadership in all matters relating to education in Superior-Greenstone District School Board.
- 2.1.2 Ensures that students in Superior-Greenstone District School Board have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.1.3 Develops and maintains positive and effective relations with staff at the provincial and local government levels.

- 2.1.4 Develops and maintains positive and effective relations with schools and board departments.
- 2.1.5 Provides leadership to promote clear and consistent expectations that focus on successful outcomes for students.
- 2.1.6 Undertakes professional development related to the role of the director.

3.1 Fiscal Responsibility

- 3.1.1 Ensures that the fiscal management of Superior-Greenstone District School Board is in accordance with the Ministry's funding model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

4.1 Compliance Mandate

- 4.1.1 Ensures that Superior-Greenstone District School Board is in compliance with all legal, ministerial and board mandates and timelines.
- 4.1.2 Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.

5.1 Planning

As Secretary of Superior-Greenstone District School Board, the Director of Education will:

- 5.1.1 Act as chief advisor to the District School Board.
- 5.1.2 Attend or be represented at all meetings of the District School Board, Standing and Ad Hoc Committees.
- 5.1.3 Coordinate meetings of the Board and committees of the Board, coordinate with the Chair and Vice-Chair the preparation of agendas of such meetings, maintain records of such meetings and handle related correspondence.
- 5.1.4 Act for the Board as Corporate Secretary in executing contracts and fulfilling legal requirements.
- 5.1.5 In conjunction with the trustees, review and update the Board's bylaws.
- 5.1.6 In conjunction with the Chair of the Board, call press conferences and issue press releases.
- 5.1.7 Prepare, annually, an accountability report on all facets of the Board's operations.
- 5.1.8 Perform such other duties as may be assigned by the Board.

6.1 Personnel Management

- 6.1.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 6.1.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.
- 6.1.3 Ensures involvement of the board of trustees in the process of superintendent selection.

7.1 Policy/Procedures

- 7.1.1 Facilitates the planning, development, implementation, review and evaluation of board policies.
- 7.1.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

8.1 Director/Board Relations

- 8.1.1 Establishes and maintains positive working relations with the board of trustees.
- 8.1.2 Supports the board of trustees in performing its role and facilitates the implementation of its role as outlined in board policy.
- 8.1.3 Communicates effectively with the board of trustees and individual trustees.

9.1 Communications and Community Relations

- 9.1.1 Establishes effective communication strategies to keep Superior-Greenstone District School Board informed of: key monitoring reports; student, volunteer and staff successes; local issues; and board decisions.
- 9.1.2 Ensures that open, transparent and positive internal and external communications are in place.
- 9.1.3 Ensures involvement of the board of trustees in the process of superintendent selection.

10.1 Staff, Student and District Recognition/Public Relations

- 10.1.1 Establishes effective recognition programs and strategies to ensure that internal and external audiences are aware of student, volunteer, staff and Superior-Greenstone District School Board successes.

11.1 System Leadership

- 11.1.1 Demonstrates positive and proactive leadership that has the support of the staff with whom the director works most closely.
- 11.1.2 Makes succession plans to ensure strong future leadership for Superior-Greenstone District School Board.

Legal References: *Education Act; Part II School Attendance; Part VIII Compliance with Board Obligations; Part IX Finance; Part X Teachers; Part XI Supervisory Officers; Part XIII Behaviour, Discipline and Safety*