

## **Policy 12 – ROLE OF THE DIRECTOR**

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The Director is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Director reports directly to the corporate Board and is accountable to the Board for the overall conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Director.

Specific areas of responsibility are:

### **1. Student Learning & Wellbeing**

- 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensures the facilities adequately accommodate Division students.
- 1.3 Ensures that student attendance and engagement are tracked, and that appropriate mitigation strategies are developed.
- 1.4 Acts as, or designates, the local attendance counselor for the Division.
- 1.5 The Director shall report annually to the Board on Division-wide safety measures, critical incidents, and student well-being initiatives.

### **2. Educational Leadership**

- 2.1 Provides leadership in all matters relating to education in the Division.
- 2.2 Ensures students in the Division have the opportunity to meet the standards and outcomes of education set by the Ministry of Education.
- 2.3 Implements education policies established by the Ministry of Education and the Board.
- 2.4 Ensures accurate assessment and evaluation of student achievement.
- 2.5 Ensures ongoing learning supports are provided to students in vulnerable circumstances with identifiable need(s).
- 2.6 Works collaboratively with Indigenous communities to support the educational success of all students, consistent with Division values and the Education Act.

### **3. Fiscal Responsibility**

- 3.1 Ensures that the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Ensures that insurance coverage is in place to adequately protect assets, indemnify liabilities, and provide reasonable risk management.

#### 4. Human Resources Management

- 4.1 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).
- 4.2 Ensure a system is in place to monitor and improve the overall performance of all staff. Ensure the coordination and integration of human resources within the Division.
- 4.3 Accurately interpret and administer collective agreements and contracts.
- 4.4 Ensure the Division has sufficient organizational capacity, including a familiarity with the Board and Director issues and processes, to enable an internal interim successor to continue competent operation of the Division in the event of absence or a sudden loss.
- 4.5 Ensuring that the Division attracts, retains, motivates, and develops a highly qualified workforce to ensure student learning and well-being.

#### 5. Administration Procedures

- 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies and administrative procedures that are consistent with Board policy and provincial/federal legislation.
- 5.2 Demonstrating governance knowledge & tools while providing advisement to the Board.

#### 6. Director/Board Relations

- 6.1 Establishes and maintains positive professional working relations with the Board.
- 6.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.
- 6.3 Keeps the Board informed through the provision of required accountability reports.

#### 7. Strategic Planning and Reporting

- 7.1 Leads the Strategic Planning process including the development of Division goals, budget, facilities, transportation and implements plans as approved.
- 7.2 Involves the Board appropriately (Board identification of priorities and outcomes, opportunity for Board input early in the process, final Board approval).
- 7.3 Reports at least annually on results achieved.
- 7.4 Facilitating the Enterprise Risk Management process to ensure the identification and development of mitigation strategies for areas of risk to the organization.
- 7.5 Supporting the Board to engage the public to ensure broader community involvement.

#### 8. Organizational Management

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

- 8.3 Build an organizational structure and promote a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.

## 9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained.
- 9.2 Participates actively in community affairs in order to enhance and support the Division's vision, mission, and goals.
- 9.3 Acts as, or designates, the Head of the organization for the purposes of the Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act.

## 10. Leadership Practices

- 10.1 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.
- 10.2 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

## 11. Governance

- 11.1 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.
- 11.2 Ensuring the facilitation of governance training and professional development for all school division leadership team members.
- 11.3 Working cooperatively with Board members in enhancing governance practices, including the development of effective governance tools and templates.

Reference: Education Act; The Local Authority Freedom of Information and Protection of Privacy Act