

POSITION TITLE:

DIRECTOR OF EDUCATION

Reports to: Board of Directors

Supervision of Staff: The Director will directly supervise the Executive Assistant, Communication/Lean Officer and all Superintendent positions within the Division Office.

Function/Purpose:

As a visionary, the Director of Education is directly responsible for the health and performance of the organization, the success of its operations, and strategic planning. The Director will focus on the ongoing improvement of the organization to ensure maximum performance and establish key long-term relationships with partners that enhance the organization. This individual will also actualize and operationalize the direction provided through the Board of Directors and its policy governance structure.

Required Education, Qualifications and Experience:

- Hold a Saskatchewan Professional “A” Teaching Certificate.
- Minimum of ten (10) years successful teaching experience including five (5) years progressive experience at the Superintendent level.
- Hold a Master’s Degree in Education from a recognized university recognized by the Saskatchewan Ministry of Education is preferred.
- Be eligible for membership with League of Educational Administrators, Directors and Superintendents (L.E.A.D.S).
- Demonstrated knowledge of Saskatchewan Core Curriculum and Sask. Learning initiatives.
- Knowledge of the role of other Human Service Agencies in the support of learning.
- Knowledge of best practices in educational leadership.
- Demonstrated success in Leadership in a similar role or significant experience supporting a similar role in an organization with a multi-million dollar budget and diverse staff compliment.
- Knowledge of best practices in non-profit leadership and operational methods.
- Knowledge of performance management, reporting and enterprise risk management.
- Knowledge general organizational operations and human resource issues.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities

Without restricting the generality of this job description, the Director of Education shall perform such duties and responsibilities as may be assigned including but not restricted to, the following:

As defined in subsection 109 of the Education Act every director shall:

- Prepare and transmit to the department any reports and returns that may from time to time be required by the Minister
- Ensure that the schools of the Board of Education are conducted in accordance with the ACT, the regulations and the policies of the Board of Education in all matters within its jurisdiction
- Exercise general supervision of the schools and the work of principals, teachers, and other personnel employed by the board of education
- Provide leadership with respect to educational policies and practices; and
- Act as a liaison between the Board of Education and the professional staff and the public with respect to the efficiency and advancement of education in the school division

The Director of Education performs some or all of the following additional duties:

- Develop and implement both short and long-term tactical and strategic plans in accordance with business goals and objectives
- Provide leadership for strategic business development and key corporate planning issues on major business decisions
- Assist the CFO in managing project budgets, forecasts, and long-term financial plans; ensure corporate adherence to annual budgets.
- Regularly report to the Board of Directors on the division's status against, and ability to meet, its strategic and operational objectives
- Keep the Board of Directors informed about business activities, potential threats, opportunities, and recommended actions
- Develop and maintain effective relationships with municipal, provincial, and federal government agencies, as well as professional organizations such as consultancy firms and auditors
- Chair regular meetings of the Senior Leadership Team
- Participate in the development of education policy by providing advice to senior leaders
- Organize departmental units and establish procedures to meet departmental objectives set by the senior leadership team
- Direct and advise policy through research, program offerings, preparing documents or administering programs for elementary and secondary school systems
- Organize and direct committees and working groups to plan, manage or evaluate education projects and programs for the school division
- Recruit, train and manage Superintendents, the Executive Assistant and Communications Officer, in coordination with the employee services department
- Monitor legislation, regulations, policies, and procedures applicable to company operations
- Be knowledgeable about and supportive of Administrative Procedures and directives
- Conduct oneself in a manner appropriate to and educational institution providing services to children
- Be willing to engage in lifelong learning with respect to professional development, training, in-services and courses of study
- Perform other duties as may be required or assigned by the Board of Directors

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Director discuss in public information pertaining to anyone in the school division. The Director is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Director is expected to work independently as well as lead or work as a team member of the Board of Directors, the Senior Leadership Team, the corporate services area, all schools and the division office as required.

Client/Peer Contact:

This employee works collegially with the Board of Directors, the leadership team, school staff, school-based administration, other school-division staff, School Community Councils, community stakeholders and parents. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work: The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: September 2016