

Policy Number and Name: 503 Role of the Director

Policy Section: 500 Director Relationship and Management

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Director is the Chief Executive Officer of the Board and 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 is delegated through the Director.

Policy:

The following are the accountabilities and expectations delegated to the Director to manage the operations of the Division as directed by the Board.

1) Student Wellbeing

The Director will:

- a) Ensure that each student is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging.
- b) Ensure the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- c) Ensure that facilities safely and adequately accommodate students.

2) Student Learning

The Director will:

- a) Communicate a philosophy of education that is student-centered and based on sound principles of effective learning, teaching, and leadership.
- b) Provide leadership in all matters relating to education in the Division.
- c) Ensure students in the Division have the opportunity to achieve the goals of education set by the Ministry of Education and the Board.
- d) Ensure that learning environments contribute to the development of skills and habits necessary for career, post-secondary studies, life-long learning, and citizenship.
- e) Ensure student assessment and evaluation procedures are fair, appropriate, evidence-informed, and used to enhance learning, teaching, and leadership.
- f) Implement education policies established by the Ministry of Education and the Board.

3) Fiscal Responsibility

The Director will:

- a) Ensure fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- b) Ensure the Division operates in a fiscally responsible manner, including adherence to generally accepted accounting principles.

4) Risk Management

The Director is responsible for Division Risk Management and will:

- a) Ensure processes are followed to mitigate risks to the Division.
- b) Review risks with the Board and actions taken to address risks in a timely and efficient manner.
- c) Inform the Board of any and all emergent issues and risks.

5) Human Resources Management

The Director has overall authority and responsibility for all human resource matters, save and except the development of mandates for collective bargaining and those human resource matters precluded by Board policy, legislation, or collective agreements.

The Director will:

- a) 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.
- b) Accurately interpret and administer collective agreements and contracts.
- c) Ensure the Division has sufficient organizational capacity, including 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.

6) Policy/Administrative Procedures

The Director will:

- a) Provide leadership in the planning, development, implementation, and evaluation of Board policies.
- b) Develop and maintain Administrative Procedures that are consistent with Board policy and provincial/federal legislation and policies.

7) Director/Board Relations

The Director will:

- a) Establish and sustain a productive working relationship with the Board, based on mutual trust, respect, and integrity.
- b) Honour and facilitate the implementation of the Board's roles and responsibilities as defined in Board policy.
- c) Provide the information that the Board requires to perform its role.

8) Strategic Planning and Reporting

The Director will:

- a) Lead the strategic planning process including the development of Division goals, budget, facilities, and transportation plans and implement plans as approved.
- b) Involve the Board appropriately with identification of priorities and outcomes.
- c) Provide opportunity for Board input early in the strategic planning process, as well as community stakeholders, to develop a vision of a preferred future for student success.
- d) Promote constructive relations between the Board and staff, as well as provincial authorities, post-secondary institutions, and education stakeholder organizations.
- e) Gain Board approval of the Strategic Plan.
- f) Report regularly on results achieved.

9) Organizational Management

The Director will:

- a) Demonstrate effective organizational skills resulting in Division compliance with all legal, Ministerial, and Board mandates and timelines.
- b) Report to the Minister of Education with respect to matters identified in and required by the Act.
- c) Build an organizational structure and promote a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-orientated, collaborative, and cohesive fashion.

10) Communication and Community Relations

The Director will:

- a) Take appropriate actions to ensure positive external and internal communications are developed and maintained.
- b) Participate actively in community affairs in order to enhance and support the Division's vision, mission, and goals.
- c) Act as or designate the head of the organization for the purposes of LAFOIP.
- d) Provide a Board activity schedule based upon the Board's Annual Work Plan to actualize the goals in the communication and advocacy plans.
- e) Develop and maintain positive and effective relations with provincial and regional government departments and agencies and non-government organizations.

11) Leadership Practices

The Director will:

- a) Practice 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 Ministry of Education.
- b) Create an intentional focus in all learning opportunities on innovation, assessment, relationships, relevance, and rigour informed by promising practices and pedagogy for learning.
- c) Foster and facilitate learning opportunities for leadership capacity building within the system grounded in a learning journey of collaboration, coherence, and learning for life.
- d) Develop and maintain positive and effective relations with provincial and regional government departments and agencies and non-government organizations.

12) Indigenous Perspectives, Partnerships, and Outcomes

The Director will:

- a) Demonstrate and actively engage in a commitment to the *Truth and Reconciliation Commission of Canada (TRC) Calls to Action* and to working together as a Division in a good way on our journey towards reconciliation.
- b) Engage and collaborate with neighbouring First Nations and Métis leaders, Elders, organizations, and communities to optimize learning success and development of First Nations, Métis, Inuit, and all other students.



- c) Align Division resources and build organizational capacity to support First Nations, Métis, and Inuit student achievement.
- d) Pursue opportunities and engage in practices to facilitate Reconciliation within the school community.

References:

The School Division Administration Regulations, 2017, Part 8

The Local Authority Freedom of Information and Protection of Privacy Act

The Education Regulations, 2015