

### ROLE OF THE DIRECTOR

The Director is the Chief Executive Officer of the Board and 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 Welfare

- 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 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.
- 1.4 Acts as, or designates, the local attendance counselor for the Division.

#### 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 of education set by the Minister.
- 2.3 Ensures student success in terms of provincial and Board measures.
- 2.4 Implements education policies established by the Minister and the Board.
- 2.5 Advises the Board of significant program changes.

#### 3. Fiscal Responsibility

- 3.1 Ensures 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 Provides quarterly financial statements of variance analyses and year-end projections.

#### 4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related issues, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

- 4.2 Monitors and improves the performance of all staff.
- 4.3 Builds leadership capacity within the Division.
- 5. Policy/Administrative Procedures
  - 5.1 Provides leadership in the planning, development, implementation and evaluation of Board policies.
  - 5.2 Keeps the Administrative Procedures Manual current and keeps the Board informed of changes to the administrative procedures.
- 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 in a manner acceptable to the Board and which are data rich, refer to standards, and highlights governance implications.
- 7. Continuous Improvement Planning and Reporting
  - 7.1 Leads the Continuous Improvement Planning process including the development of Division goals, budget, facilities and transportation plans 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 Ensure staff actions are aligned with and support the Continuous Improvement Plan.
  - 7.4 Reports annually on results achieved.
- 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.
- 9. Communications and Community Relations
  - 9.1 Takes appropriate actions to ensure positive internal and external communications are developed and maintained.
  - 9.2 Facilitates the establishment and effective operations of School Community Councils in accordance with Board policy.
  - 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 and NGO's.

Reference: Sections 108, 109, 159 Education Act