

POLICY 11 – DIRECTOR/CEO ROLES AND RESPONSIBILITIES

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 is delegated through the Director.

Specific areas of responsibility are:

1. Student Well-Being

Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. 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. Ensures the facilities adequately accommodate division students. Acts as, or designates, the attendance counsellor for the division.

2. Student Learning

Provides leadership in all matters relating to education in the division. Ensures students in the division have the opportunity to achieve the goals of education set by the Ministry of Education and the Board. Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship. Implements education policies established by the Minister and the Board.

3. Fiscal Responsibility

Ensures the fiscal management of the division is in accordance with the terms or conditions of any funding received by the Board. Ensures the Division operates in a fiscally responsible manner, including adherence to generally accepted accounting procedures.

4. Human Resources Management

Has overall authority and responsibility for all human resources matters, save and except: the development of mandates for collective bargaining and those human resources matters precluded by Board policy, legislation or collective agreements. Monitors and improves the overall performance of staff. Ensures the coordination and integration of human resources within the division.

5. Policy/Administrative Procedures

Provides leadership in the planning, development, implementation and evaluation of Board policies. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial/federal legislation and policies.

6. Director / Board Relations

Establishes and maintains positive, professional working relations with the Board. Honors and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy. Attends all meetings of the Board.

7. Strategic Planning and Reporting

Leads the Strategic Planning process including the development of division goals, budget, facilities and transportation plans and implements plans as approved. Involves the Board appropriately (Board identification of priorities and outcomes; opportunity for Board input early in the process; final Board approval). Reports regularly on results achieved.

8. Organizational Management

Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines. Reports to the Minister with respect to matters identified in and required by *The Education Act*. Builds an organizational structure and promotes a division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-orientated, collaborative and cohesive fashion.

9. Communication and Community Relations

Takes appropriate actions to ensure positive external and internal communications are developed and maintained. Participates actively in community affairs in order to enhance and support the division's mission. Acts as, or designates, the head of the organization for the purposes of *the Freedom of Information and Protection of Privacy (FOIP) Act*.

10. Leadership Practices

Practices 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 Minister. Develops and maintains positive and effective relations with provincial and regional government departments and agencies and non-government organizations.

Legal Reference: *The School Division Administration Regulations, Sections 43, 44, 45*
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