

## **DIRECTOR / CEO ROLES AND RESPONSIBILITIES**

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 Provide safe, positive learning environments for students.
- 1.2 Provide facilities that adequately accommodate Division students.
- 1.3 Provide for 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. Ensure student transportation is provided with due regard for Safety, Reasonable Access to Educational Opportunities, Fiscal Responsibility, Efficiencies of Time.
- 1.4 Acts as, or designates the local attendance counsellor(s) 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 Implements education policies established by the Minister and the Board.
- 2.4 Ensures accurate, regular and effective evaluation of students.
- 2.5 Ensure Good Spirit schools provide early learning supports to students with identifiable need(s).

### **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 Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

#### **4. Personnel Management**

- 4.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements, or Board policy.
- 4.2 Staff the Division with the best personnel available to ensure the greatest possible success for every student.
- 4.3 Ensures effective evaluation and supervisory processes are developed and implemented to provide for growth and accountability.

#### **5. Policy and Procedures**

- 5.1 Implements Board policy and Board direction with integrity in a timely fashion.

#### **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 Provides the information which the Board requires to perform its role.

#### **7. Strategic Planning & Reporting**

- 7.1 Leads the strategic planning process.
- 7.2 Implements plans as approved.
- 7.3 Involves the Board appropriately (Board identification of priorities, opportunity for Board input early in the process, final Board approval).
- 7.4 Reports at least 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 & Community Relations**

- 9.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained.
- 9.2 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.

Reference: Section 108, 109, 159, Education Act

**Updated: January 13, 2015, January 19, 2017**

**Reviewed: April 2, 2020, May 6, 2021**