

## **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 Learning & Well-being**

Role Expectations for the Director relative to Student Learning & Well-being includes:

- **RE 1.1** Providing safe, positive learning environments by ensuring high-quality teaching and learning that includes learning about oneself, others, and the world.
- **RE 1.2** Providing healthy and sustainable physical and social environments that protect, respect, and include all students.
- **RE 1.3** Providing for the safety and well-being of students while participating in school-sanctioned programs.
- **RE 1.4** Ensuring student transportation is provided with due regard for safety, reasonable access to educational opportunities, fiscal responsibility, and efficiencies of time.
- **RE 1.5** Ensuring that student attendance and engagement are tracked and developing mitigation strategies as required.

### **2. Educational Leadership**

Role Expectations for the Director relative to Educational Leadership includes:

- **RE 2.1** Providing leadership in all matters relating to education in the Division.
- **RE 2.2** Ensuring students in the Division can meet the standards and outcomes of education set by the Ministry of Education.
- **RE 2.3** Implementing education policies established by the Ministry of Education and the Board.
- **RE 2.4** Ensuring accurate assessment and evaluation of student achievement.
- **RE 2.5** Ensuring ongoing learning supports are provided to students in vulnerable circumstances and with identifiable need(s).
- **RE 2.6** Actualizing the Division's vision, mission, values through progressive actions to ensure currency for all learners.

- **RE 2.7** Demonstrating an authentic commitment and actions towards reconciliation as outlined in the *Truth and Reconciliation Commission of Canada: Calls to Action Report*.

### **3. Governance**

Role Expectations for the Director relative to Governance includes:

- **RE 3.1** Ensuring that one's understanding, training, and professional development of governance practices is current and relevant and is embedded in the operations of the school division.
- **RE 3.2** Ensuring the facilitation of governance training and professional development for all school division leadership team members.
- **RE 3.3** Working cooperatively with Board Members in enhancing governance practices.

### **4. Fiscal Responsibility**

Role Expectations for the Director relative to Fiscal Responsibility includes:

- **RE 4.1** Ensuring the fiscal management of the Division is following the terms or conditions of any funding received by the Board.
- **RE 4.2** Ensuring the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- **RE 4.3** Ensuring that insurance coverage is in place to adequately protect assets, indemnify liabilities, and provide for proper risk management.
- **RE 4.4** Ensuring that current service agreements are in place and honored with First Nation authorities.

### **5. Human Resource Management**

Role Expectations for the Director relative to Human Resource Management includes:

- **RE 5.1** Providing overall authority and responsibility for all human resource-related processes and actions (i.e., the development of mandates for collective bargaining and those human resource matters precluded by legislation, collective agreements, or Board policy).
- **RE 5.2** Ensuring that the Division attracts, retains, motivates, and develops a highly qualified workforce to ensure student learning and well-being.
- **RE 5.3** Ensuring that effective evaluation and supervisory processes are developed and implemented for growth and accountability.
- **RE 5.4** Ensuring that diversity and equity policies and practices are in place which respects all employees.

### **6. Policy and Administrative Procedures**

Role Expectations for the Director relative to Policy and Administrative Procedures includes:

- **RE 6.1** Implementing Board policy and direction with integrity in a timely fashion.
- **RE 6.2** Developing, implementing, and updating Division administrative procedures to ensure alignment with Board policy.
- **RE 6.3** Demonstrating governance knowledge & tools while providing advisement to the Board.

## **7. Director/Board Relations & Governance Support**

Role Expectations for the Director relative to Director/Board Relations includes:

- **RE 7.1** Establishing and maintaining a positive, professional working relationship with the Board.
- **RE 7.2** Honoring and facilitating the implementation of the Board's roles and responsibilities as defined in Board policy.
- **RE 7.3** Providing the information the Board requires to perform its role.

## **8. Strategic Planning & Reporting**

Role Expectations for the Director relative to Strategic Planning & Reporting includes:

- **RE 8.1** Facilitating the strategic planning process.
- **RE 8.2** Implementing strategic actions as approved.
- **RE 8.3** Involving the Board throughout the planning, implementation, and reporting process, allowing for appropriate Board oversight.
- **RE 8.4** Providing accountability reports at least annually on results achieved.
- **RE 8.5** Facilitating the identification and development of mitigation strategies for areas of risk to the organization.
- **RE 8.6** Supporting the Board to engage the public to ensure broader community involvement.

## **9. Organizational Management**

Role Expectations for the Director relative to Organizational Management includes:

- **RE 9.1** Demonstrating compliance with all legislative, legal, Ministerial, and Board mandates and timelines.
- **RE 9.2** Reporting to the Minister of Education concerning matters identified in and required by the Education Regulations and Education Act.
- **RE 9.3.** Ensuring the efficient functioning of the Division through continuity planning.
- **RE 9.4** Building an organizational culture that is conducive to high performance.

- **RE 9.5** Ensuring risks are identified, assessed, analyzed, addressed, reported, and monitored.

## **10. Communications & Community Relations**

Role Expectations of the Director relative to Communication & Community Relations includes:

- **RE 10.1** Taking appropriate actions to ensure positive and open external and internal communications are developed and maintained.
- **RE 10.2** Acting as the head of the organization for the Local Authority Freedom of Information and Protection of Privacy (LA FOIP) Act.
- **RE 10.3** Demonstrating visibility within the Division and sector that is productive and purposeful.
- **RE 10.4** Demonstrating a commitment to interagency collaboration and partnership building.

## **11. Leadership Practices**

Role Expectations for the Director relative to Leadership Practices includes:

- **RE 11.1** Practicing leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out the directives of the Board and the Minister of Education.

Reference: Section 159, 160, Education Act; Section 42, 43, 44, 45, The School Division Administration Regulations

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