

# Duties and Responsibilities of the Director of Education

## Policy 114



<b>Category:</b>	Governance
<b>Administered by:</b>	Board of Trustees
<b>First adopted:</b>	December 2009
<b>Revision history:</b>	October 2013, March 2021, April 2023
<b>Next review:</b>	2025-26 school year

### 1. Policy Statement

It is the policy of the Upper Grand District School Board that the Director of Education provides unified control of the administrative operation of the board in accordance with the [Education Act](#) and regulations.

### 2. Details

- 2.1 The Director of Education is the secretary and may be the treasurer of the Upper Grand District School Board.
- 2.2 The Director of Education reports directly to the Board of Trustees.
- 2.3 The Director of Education is accountable to the Board of Trustees and through statute, to the Minister of Education for the organization and operation of the Upper Grand District School Board.
- 2.4 This policy shall be reviewed as per the policy schedule by the Governance Committee.

### 3. Role and Responsibilities

It is the responsibility of the Director of Education to:

#### Responsibility for Student Welfare

- 3.1 take the necessary steps to provide a safe, caring, equitable and accessible learning environment
- 3.2 provide advice and leadership to the board in setting goals for student achievement and in promoting the belief that all children can learn

- 3.3 ensure that students in the district have the opportunity to meet and/or exceed the standards of education mandated by the Ministry of Education
- 3.4 maintain the conditions that foster respectful and responsible behaviour for each student
- 3.5 take the necessary steps to provide for the safety and well-being of students while they are participating in school programs, or are being transported to or from school programs on transportation provided by the board
- 3.6 take the necessary steps to provide healthy and safe facilities to accommodate students
- 3.7 ensure an attendance counselling and support function is maintained in the district

### **Educational Leadership**

- 3.8 provide leadership and direction in all matters relating to education in the district to keep parents and other community members informed
- 3.9 develop and maintain positive and effective relations with staff at the provincial and local government levels
- 3.10 develop and maintain positive and effective relations with schools and board departments
- 3.11 provide a Director's Annual Report to the Ministry and distribute it to the public

### **Director/Board Relations**

- 3.12 establish and maintain positive working relations with the Board of Trustees
- 3.13 support the Board of Trustees in performing its role and facilitates the implementation of its role as outlined in board policy
- 3.14 communicate effectively with the governing Board and individual trustees
- 3.15 participate in the annual performance review process for the director

### **System Leadership**

- 3.16 demonstrate positive and proactive leadership that has support of the staff with whom the director works most closely
- 3.17 develop effective approaches for leadership development and succession planning

### **Fiscal Responsibility**

- 3.18 ensure that the fiscal management of the district is in accordance with the Ministry of Education's funding models, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and regulations
- 3.19 ensure that the fiscal management of the district is in alignment with the elected Board's strategic directions

### **Organizational Management**

- 3.20 demonstrate effective organizational skills that result in district compliance with all legal, ministerial and Board mandates and timelines
- 3.21 report to the minister with respect to matters identified in and required by the *Education Act* and regulations
- 3.22 bring to the attention of the Board of Trustees any act or omission by the Board that in the opinion of the Director of Education may result in or has resulted in a contravention of the *Education Act* or any policy, guideline or regulation made under the Act
- 3.23 advise the Deputy Minister of Education if the Board does not respond in a satisfactory manner to an act or omission brought to its attention

### **Planning**

- 3.24 provide leadership and support in the development and annual review of the Board's Multi-Year Plan
- 3.25 ensure that annual operating plans reflect the Multi-Year Plan and strategic directions

- 3.26 identify specific actions plans and steps that will be taken to achieve those directions, specifically with regard to the board's responsibility for student achievement and well-being
- 3.27 ensure appropriate involvement of the Board of Trustees in the process of developing the Multi-Year Plan (including the establishment of the process and timelines, development of the strategic directions, and final Board approval)
- 3.28 report regularly on implementation and results achieved in relation to the Board's multi-year strategic directions and Board Improvement Plan for Student Achievement (BIPSA)

### **Personnel Management**

- 3.29 have overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements
- 3.30 ensure effective systems are in place for the selection, supervision, development and performance review of all staff
- 3.31 ensure ongoing capacity building and succession planning throughout the organization
- 3.32 ensure compliance with human rights and labour relations legislation

### **Policy**

- 3.33 provide leadership in the planning, development, implementation and evaluation of board policies

### **Communications and Community Relations**

- 3.34 establish effective communication strategies to keep the district informed of key monitoring reports, student and staff success, local issues and Board decisions
- 3.35 ensure that open, transparent and positive internal and external communications are in place
- 3.36 ensure that school councils, the Parent Involvement Committee, and all legislated advisory committees have the opportunity to provide appropriate

advice, input, and information support as required in the regulations and/or board policy

- 3.37 participate in community affairs in order to enhance and support the district

### **Student, Staff and District Recognition/Public Relations**

- 3.38 establish effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff and district successes

## **4. References**

This policy operates in conjunction with:

- [Education Act](#) and Regulations
- [Municipal Conflict of Interest Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Board By-law No. 1](#)
- [All policies of the Upper Grand District School Board](#)