



DIRECTOR OF EDUCATION JOB DESCRIPTION

The Director of Education is both the Chief Education Officer and the Chief Executive Officer of Limestone District School Board. The Director reports directly to the Corporate Board. The Director is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the district. All Board authority delegated to staff is delegated through the Director of Education.

Areas of Responsibility

1.0.0 STUDENT/STAFF WELFARE

- 1.1.0 Takes the necessary steps to provide a safe and caring environment that fosters well being, and maintains respectful and responsible behaviour for each student.
- 1.2.0 Takes the necessary steps to 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 Limestone District School Board.
- 1.3.0 Takes the necessary steps to provide facilities to accommodate Limestone District School Board students.
- 1.4.0 Acts as, or designates, the local attendance counsellor for the district.

2.0.0 EDUCATIONAL AND SYSTEM LEADERSHIP

- 2.1.0 Provides leadership in all matters relating to education in the district.
- 2.2.0 Ensures that effective and appropriate educational programs are delivered to all students in the district.
- 2.3.0 Establishes and maintains clear, consistent expectations that that encourage pupils to pursue educational goals.

- 2.4.0 Considers the implementation of various measures to assess the academic achievement of pupils, including but not limited to tests administered by the Education Quality Accountability Office, average grades on student achievement reports, and the average number of secondary school credits accumulated.
- 2.5.0 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.6.0 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.7.0 Develops and maintains positive and effective relations with schools and board departments.
- 2.8.0 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.
- 2.9.0 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely.
- 2.10.0 Makes succession plans to ensure strong future leadership for Limestone District School Board.
- 3.0.0 **FISCAL RESPONSIBILITY**
- 3.1.0 Ensures that the fiscal management of the district is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act*, Regulations, and Board Policy.
- 3.2.0 Ensures that the fiscal management of the district is in alignment with priorities and goals in the board's multi-year strategic plan.
- 3.3.0 Uses appropriate evidence for accounting to stakeholders.
- 4.0.0 **ORGANIZATIONAL MANAGEMENT**
- 4.1.0 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.
- 4.2.0 Reports to the Minister with respect to matters identified in and required by the Education Act and Regulations.

5.0.0 STRATEGIC PLANNING

- 5.1.0 Provides leadership for the development and review of a multi-year strategic plan, in accordance with Ministry regulation and Board Policy, as amended.
- 5.2.0 Ensures appropriate involvement of the board (approval of process and timelines, establishment of board priorities and outcomes, key results and final board approval).
- 5.3.0 Reports regularly on implementation results achieved in relation to the board's multi-year strategic plan and the and district improvement plans.

6.0.0 PERSONNEL MANAGEMENT

- 6.1.0 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 6.2.0 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

7.0.0 POLICY/PROCEDURES

- 7.1.0 Facilitates the planning, development, implementation, review and evaluation of board policies.
- 7.2.0 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

8.0.0 DIRECTOR/BOARD RELATIONS

- 8.1.0 Establishes and maintains positive working relations with Limestone District School Board.
- 8.2.0 Supports Limestone District School Board in performing its role and facilitates the implementation of its role as outlined in board policy.
- 8.3.0 Communicates effectively with the board and individual trustees.
- 8.4.0 Reports violations by Board of Act, regulations, policies or guidelines to Board and if not addressed satisfactorily, report such violations to the Deputy Minister of Education.

9.0.0 COMMUNICATIONS AND COMMUNITY RELATIONS

- 9.1.0 Establishes effective communication strategies to keep the district informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions.
- 9.2.0 Ensures that open, transparent and positive internal and external communications are in place.
- 9.3.0 Ensures that School Councils have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.
- 9.4.0 Participates in community affairs in order to enhance and support the district and promote public education.

10.0.0 STUDENT, STAFF AND DISTRICT RECOGNITION/PUBLIC RELATIONS

- 10.1.0 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

11.0.0 RURAL AND URBAN SETTINGS

- 11.1.0 Provide leadership experience in both urban and rural school communities.

12.0.0 COMMITMENT TO EQUITY AND INCLUSION

- 12.1.0 Provide leadership experience and is a proven team builder, with a commitment to equity and inclusion.
- 12.2.0 Provide leadership experience with Equity (First Nations, LGBTQ and racialized communities).

13.0.0 TECHNOLOGY

- 13.1.0 Uses technology and social media to engage and connect with staff, partners and stakeholders.

14.0.0 UNIONS AND NON-UNION STAFF

- 14.1.0 Works collaboratively with union and non-union staff; staff morale focus to resolve issues.

15.0.0 ETHICAL, MORAL AND PROFESSIONAL INTEGRITY

15.1.0 Provides a collaborative leadership style as recognized by direct reports, peers and colleagues.

16.0.0 PROFESSIONAL LEARNING

16.1.0 Committed to continued professional learning and networking.

Legal Reference: *Education Act S. 283, S. 286, S. 301, Bill 177: Student Achievement and School Board Governance Act*

Revised: July 2021