



3 Right from the Start: Roles and Responsibilities

Job Description - Director

Job Description – Director of Education (April, 2011)

The following template offers a job description for the role of director of education. It incorporates provisions of the *Education Act*. This resource parallels the job description of the elected board in the dialogue and decision-making that clarifies the respective responsibilities of the board of trustees and the director of education:

Student Achievement and Well-being

- Takes the necessary steps to provide a safe, caring, learning environment.
- Provides advice and leadership to the board in setting goals for student achievement and in promoting the value that all children can learn.
- Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- Maintains the conditions that foster respectful and responsible behaviour for each student.
- Takes 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 school board.
- Takes the necessary steps to provide facilities to accommodate students.
- Ensures an attendance counselling function is maintained in the district.

Educational Leadership

- Provides leadership and direction in all matters relating to education in the district.
- Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- Develops and maintains positive and effective relations with schools and board departments.
- In accordance with the Director's responsibility to the Ministry of Education through the Deputy Minister provides a Director's Annual report to the Ministry.



Director/Board Relations

- Establishes and maintains positive working relations with the board of trustees.
- Supports the board of trustees in performing its role and facilitates the implementation of its role as outlined in board policy.
- Communicates effectively with the governing board and individual trustees.

System Leadership

- Demonstrates positive and proactive leadership that has support of the staff with whom the Director works most closely.
- Develops effective approaches for succession planning.

Fiscal Responsibility

- Ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- Ensures that the fiscal management of the district is in alignment with the elected board's multi-year strategic plan.

Organizational Management

- Demonstrates effective organizational skills that result in district 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* and Regulations.
- Bring to the attention of the board 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; and if the board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission.



Planning

- Provides leadership for the development of the Board's multi-year plan and annual review of the multi-year plan.
- Ensures that the multi-year plan establishes board priorities and identifies specific actions that will be taken to achieve those priorities, specifically with regard to the board's responsibility for student achievement.
- Ensures appropriate involvement of the board of trustees (approval of process and timelines, establishment of board strategic priorities, key results and final board approval)
- Reports regularly on implementation and results achieved in relation to the board's multi-year strategic plan and district improvement plans.

Personnel Management

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

Policy

- Provides leadership in the planning, development, implementation and evaluation of board policies.

Communications and Community Relations

- Establishes effective communication strategies to keep the district informed of key monitoring reports, student and staff success, local issues and Board decisions.
- Ensures that open, transparent and positive internal and external communications are in place.
- Ensures that School Councils and the Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.
- Participates in community affairs in order to enhance and support the district.



Student, Staff and District Recognition/Public Relations

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