

Policy Title	Role Description - Director of Education		
Date of Issue	March 24, 2009	Related Procedure	
Revision Dates	October 19, 2010; October 16, 2012; April 19, 2022	Related Forms	
Review Date	April 1, 2027	Originator	Board of Trustees
References			
Education Act, S. 283, S.286, S. 301; BP 1107-D "Performance Review – Director of Education"			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 The director of education is both the chief education officer and the chief executive officer of Bluewater 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.

2.0 POLICY

It is the policy of Bluewater District School Board that the following will form the basis for the “role description” for the director of education and will be aligned with BP 1107-D “Performance Review – Director of Education”.

3.0 AREAS OF RESPONSIBILITY

3.1 Student Achievement and Well-Being

The director of education will:

- a) take the necessary steps to ensure that student learning is the system focus based on the belief that all children can learn;
- b) take the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student;
- c) take 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 Bluewater District School Board;
- d) take the necessary steps to provide facilities to accommodate Bluewater District School Board students; and
- e) designate the local attendance counsellor for the district.

3.2 Educational Leadership

The director of education will:

- a) provide leadership and direction in all matters relating to education in the district;
- b) ensure that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education;
- c) develop and maintains positive and effective relations with staff at the provincial and local government levels;
- d) develop and maintains positive and effective relations with school and board staff; and
- e) provide leadership to promote clear, consistent expectations that focus on measurable outcomes for students.

3.3 Fiscal Responsibility

The director of education will:

- a) ensure 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; and
- b) ensure that the fiscal management of the district is in alignment with the elected board's multi-year strategic plan.

3.4 Organizational Management

The director of education will:

- a) demonstrate effective organizational skills that result in district compliance with all legal, ministerial, and board mandates and timelines;
- b) report to the minister of education with respect to matters identified in and required by the Education Act and Regulations; and
- c) 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.

3.5 Strategic Planning

The director of education will:

- a) emphasize and demonstrate the Bluewater District School Board Vision, Mission and Strategic Plan priorities in carrying out all areas of responsibility;
- b) provide leadership for the development of the board's multi-year plan, and annual review of the multi-year plan;
- c) ensure 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 and well-being;
- d) ensure appropriate involvement of the board of trustees: approval of process and timelines, establishment of board strategic priorities, key results, and final board approval.
- e) report regularly on implementation and results achieved in relation to the board's multi-year strategic plan and district improvement plans; and
- f) provide a 'Director's Annual Report' (annually) at the first regular meeting of the board.

3.6 Personnel Management

The director of education will:

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

3.7 Policy/Procedures

The director of education will:

- a) provide leadership in the planning, development, implementation, review, and evaluation of administrative procedures and accompanying forms.

3.8 Director/Board of Trustees Relations

The director of education will:

- a) establish and maintain positive working relations with the board of trustees;
- b) support the board of trustees in performing its role and facilitates the implementation of its role as outlined in board policy; and
- c) communicate effectively with the board and individual trustees.

3.9 Communications and Community Relations

The director of education will:

- a) establish effective communication strategies to keep the district informed of key monitoring reports, student, volunteer and staff successes, local issues, and board decisions;
- b) ensure that open, transparent and positive internal and external communications are in place.
- c) provide support to the Parent Involvement Committee (PIC);
- d) ensure that school councils (SC) and PIC have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy;
- e) participate in community affairs in order to enhance and support the district and promote public education; and
- f) foster effective relations with the media.

3.10 Student, Staff and District Recognition

The director of education will:

- a) support the recognition of the accomplishments of student, volunteer, staff, and district successes; and
- b) support effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff, and district successes.

3.11 System Leadership

The director of education will:

- a) demonstrate positive and proactive leadership with the administrative council and support staff; and
- b) make succession plans to ensure strong future leadership for Bluewater District School Board.