



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 3: Director of Education Job Description

The Director of Education is the chief education officer, the chief executive officer, the secretary and the treasurer of the Kenora Catholic District School Board who leads, monitors and executes, policies and activities on behalf of the Board of Trustees. 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 board. All board authority delegated to staff is delegated through the director of education. The Director of Education is the sole employee of the Board and reports directly to the Board of Trustees.

Areas of Responsibility:

1. Chief Education Officer, the Chief Executive Officer

1.1 Commitment to Students and Student learning and Achievement

- 1.1.1 Demonstrates care for and commitment to students and student achievement.
- 1.1.2 Provides advice and leadership to the board in setting goals for student achievement and in promoting the value that all children can learn.
- 1.1.3 Ensures that students in the district have opportunities to meet the graduate outcome expectations of Catholic education.
- 1.1.4 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 1.1.5 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.
- 1.1.6 Takes the necessary steps to provide a safe and caring Catholic environment that fosters and maintains respectful and responsible behavior for students.

1.1.7 Takes the necessary steps to provide for the safety and wellbeing of students while participating in school programs or while being transported to or from school programs on transportation provided by the Kenora Catholic District School Board.

1.1.8 Takes the necessary steps to provide facilities to accommodate the Kenora Catholic District School Board students.

1.1.9 Acts as, or designates, the local attendance counselor for the board.

1.2 Educational Leadership and System Leadership

1.2.1 Provides positive and proactive leadership and direction in all matters relating to Catholic education in the system.

1.2.2 Provides leadership that has the support of the staff with whom the director works most closely.

1.2.3 Provides leadership to bring about improvements in the quality of education.

1.2.4 Provides leadership in the implementation and evaluation of educational programs and services.

1.2.5 Provides leadership in developing and sustaining professional learning communities.

1.2.6 Develops and maintains positive and effective relations with staff at the provincial and local government levels.

1.2.7 Develops and maintains positive and effective relations with schools and board departments.

1.2.8 Provides a director's Annual Report to the Ministry of Education.

1.2.9 Develops succession plans to ensure strong future Catholic leadership at the principal and senior administration levels.

1.2.10 Provide leadership opportunities in faith development.

1.3 Fiscal Responsibility

- 1.3.1 Ensures that the fiscal management of the board 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*, Regulations and board policy.
- 1.3.2 Ensures that the fiscal management of the board is in alignment with the elected board's multi-year strategic plan.

1.4 Personnel Management

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

1.5 Policy/Procedures

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

1.6 Director/Board Relations

- 1.6.1 Establishes and maintains positive working relations with the Kenora Catholic District School Board.
- 1.6.2 Supports the Kenora Catholic District School Board in performing its role and facilitates the implementation of its role as outlined in board policy.
- 1.6.3 Communicates effectively with the board and individual trustees.
- 1.6.4 Participates in the annual performance appraisal process of the Director of Education.

1.7 Planning and Reporting

- 1.7.1 Provides leadership for the development of the multi year plan and annual review of the multi-year plan.
- 1.7.2 Ensure that the multi-year plan establishes board priorities and identify specific actions and resources that will be taken to achieve those priorities specifically with regard to the board's responsibility for student achievement.
- 1.7.3 Ensures appropriate involvement of the board.
- 1.7.4 Reports regularly on implementation and results achieved in relation to the board's multiyear strategic plan and board improvement plan.

1.8 Organizational Management

- 1.8.1 Demonstrates effective organizational skills that result in board compliance with all legal, Ministerial and board mandates and timelines.
- 1.8.2 Provides leadership in organizational reviews of academic and administrative staff responsibilities and resulting changes as required under changing circumstances and conditions.
- 1.8.3 Reports to the Minister with respect to matters identified in and required by the *Education Act* and Regulations.

1.9 Communications and Community Relations

- 1.9.1 Establishes communication strategies to keep the system informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions.
- 1.9.2 Ensures that communications are open, transparent and positive.
- 1.9.3 Develops and maintains positive and effective relations with our bishop, priests and parishes.
- 1.9.4 Ensures that School Councils, the Audit Committee and the Parent Involvement Committee have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.

1.9.5 Acts as a liaison between the board and parents and parishes and community.

1.9.6 Participates in community affairs in order to enhance and support the Kenora Catholic District School Board and promote publicly funded Catholic education.

1.10 Student, Staff and District Recognition/Public Relations

1.10.1 Establishes effective recognition programs and strategies to ensure that the local community is aware of student, volunteer, staff and board successes.

1.11 On-Going Professional Learning and Faith Development

1.11.1 Demonstrates commitment for ongoing professional learning for staff to improve practice.

1.11.2 Provides support for staff opportunities to develop professional learning communities.

1.11.3 Provides learning opportunities for staff both individually and collaboratively that are integrated into practice for the benefit of teacher learning and student learning.

1.11.4 Demonstrates commitment and support for faith development of staff and students.

2 Secretary and Treasurer of the Board

2.1 Secretary of the Board

2.1.1 To carry out the responsibilities of secretary of the board as outlined in the legislation.

2.1.2 To carry out the responsibilities set out by the board in policy and by motion.

2.1.3 The secretary of the board shall:

- a) Keep a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensure that the minutes, when confirmed are signed by the secretary and by the chair or presiding member.

- b) Furnish the auditors with any papers or information in his/her power that may be required of the secretary.
- c) Issue verbal or written statements to the press on administrative matters coming under the duties and responsibilities of the secretary. Press releases shall be given in writing, with the approval of the chair of the board, and a copy shall be kept in the board files.
- d) Have signing authority for all documents and shall be responsible for affixing the seal of the board to such instruments as require the same
- e) In the absence of explicit direction to individual board members or to committees of the board, carry out all administrative functions on behalf of the board.
- f) Have signing authority for all cheques in accordance with established procedures.

2.2 Treasurer of the Board

2.2.1 To carry out the responsibilities of treasurer of the board as outlined in the legislation.

2.2.2 To carry out the responsibilities set out by the board in policy and by motion.

2.2.3 The treasurer of the board shall:

- a) Receive and account for all money of the board. Open an account or accounts in the name of the board in such place of deposit as may be approved by the board.
- b) Deposit all money received by the treasurer on account of the board, and no other money, to the credit of such account or accounts.
- c) Disburse all money as directed by the board.
- d) Produce, when required by the board or by auditors or other competent authority, all papers and money in the treasurer's possession, power or control belonging to the board.
- e) Have signing authority for all cheques in accordance with established procedures.

- f) Report to the Audit Committee findings of the external auditors and recommendations of the Audit Committee to the Board of trustees.

3. Trustee Code of Conduct

- 3.1 Immediately upon discovery 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 under this Act.*

- 3.2 *If the board does not respond in a satisfactory manner to an act or omission brought to its attention under 3.1 advise the Deputy Minister of the Ministry of the act or omission.*

Legal Reference:

Education Act: S. 283 Chief Executive Officer; S. 286 Duties of Supervisory Officers

Bill 177 - Student Achievement and School Board Governance Act, 2009

Professional Development Program for School Board Trustees: Core Module 3

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