

POLICY

SUBJECT: Job Description for the Director of Education and Secretary of the Board

The Director of Education and Secretary of the Board is the Board's Chief Educational Officer and Chief Executive Officer, and is responsible and accountable for all aspects of the Lambton Kent District School Board.

As Chief Educational Officer, the Director of Education will:

- be responsible for performing the duties prescribed by the Minister of Education in the Acts and Regulations;
- be responsible for the development, implementation, operation, supervision and review of educational programs in schools under the jurisdiction of the Board;
- keep informed about the latest developments in education;
- inform the District School Board and its employees of significant issues and trends affecting the school system;
- promote good communications and public relations for the Lambton Kent District School Board and public education through a variety of activities such as attendance at public and system functions and by communicating with the community, the media and external organizations.

As Chief Executive Officer, the Director of Education will:

- be responsible for long-range and strategic planning together with trustees of the Board;
- be responsible for budget planning in conjunction with the Superintendent of Business;
- communicate with external organizations such as the Ministry of Education, other government agencies, and professional organizations;
- take action considered necessary but not covered by Board decision or policy when the Board is not in session and report such actions to the Chair immediately and to the Board at the first opportunity;
- be responsible for policy and regulation review, development, implementation, and administer in accordance with legislative requirements;
- be responsible for pupil accommodation
- participate in publicly funded consortiums (CKLAG/CLASS) to achieve cost efficiencies for the Board and the community;
- act as chief administrator responsible for the management of the system;
- develop and maintain an effective organizational structure;
- be responsible for developing and maintaining job descriptions and classifications of Board employees;

- develop, implement and maintain administrative procedures in accordance with Board policies, regulations and legislative requirements;
- be responsible for correspondence and administration related to the operation of the system;
- act as the official channel of authority between the Board and its employees;
- be responsible for the performance appraisals of the superintendents, the Executive and Administrative Assistants to the Director and any other employees reporting directly to the Director of Education;
- appoint, promote, demote, transfer, discipline or dismiss Board employees or recommend such action in accordance with Board policy;
- act as chair of the Executive Council and the Administrative Council of the Board;
- implement provincial legislation and Board policies in accordance with provincial and Board regulations;
- coordinate the activities of the School Councils;
- serve as a channel of communications with Federations, Unions and other employee groups and liaise with Ad Hoc Committees such as negotiations;
- be responsible for principals' meetings in conjunction with the superintendents.

As Secretary of the District School Board, the Director of Education will:

- act as chief advisor to the District School Board;
- attend or be represented at all meetings of the District School Board, Standing and Ad Hoc Committees;
- coordinate meetings of the Board and committees of the Board, coordinate with the Chair and Vice-Chair the preparation of agendas for such meetings, maintain records of such meetings and handle related correspondence;
- act for the Board as Corporate Secretary in executing contracts and fulfilling legal requirements;
- in conjunction with the trustees, review and update the Board's bylaws;
- in conjunction with the Chair of the Board, call press conferences and issue press releases;
- prepare, annually, an accountability report on all facets of the Board's operations;
- perform such other duties as may be assigned by the Board.

As Curriculum Leader of the District School Board, the Director of Education will:

- provide for high level of learning and achievement by students in the school district;
- provide support and direction to schools and staff;
- hold schools and staff accountable for the achievement of students;
- ensure that every student has the opportunity to meet or exceed the standards of education established by the Ministry of Education;
- provide for the development, delivery and evaluation of educational programs and services in the district;
- provide leadership for the development, implementation and evaluation of district and school improvement plans;

- advise the Board in matters of policies with respect to educational programs and services.

As Cultural Leader for the District School Board, the Director of Education will:

- Maintain a culture of respect and responsibility in the schools;
- Create a focus on educational excellence in the school district;
- Promote the use of educational research in the establishment of best practices in the district;
- Ensure a safe and caring environment for students and staff.

Implementation Date: August 26, 1998
Revised: September 26, 2000
Revised: April 25, 2006
Reviewed: June 8, 2010

Reference: Education Act