



Christ the Teacher Catholic Schools **Board Policy**

Policy Title: Role of the Director

Code:

BP 12

The Director is the Chief Executive Officer of the Board and Division. The Director reports directly to the Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to staff is delegated through the Director.

The Director acts as, or designates, the Head of the organization for the purposes of *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.

Specific Areas of Responsibility:

1. Faith Leadership

- 1.1 Models involvement in a Catholic faith community and ensures students and staff are provided opportunities for spiritual development within the Division.
- 1.2 Follows, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles.
- 1.3 Promotes collaboration and communication between the schools, the parish and the diocese.
- 1.4 Seeks to strengthen the Catholic schools' identity in the community and province.
- 1.5 Serves the Saskatchewan Catholic School Boards Association (SCSBA) as required.

2. Educational Leadership

- 2.1 Provides Catholic leadership in all matters relating to education in the Division.
- 2.2 Ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
- 2.3 Implements education policies established by the Minister and the Board.

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3. Fiscal Responsibility

- 3.1 Ensures the fiscal management, under the direction of the secretary treasurer is in accordance with the terms or conditions set out in legislation or policy.
- 3.2 Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3 Prepares the annual budget for the consideration of, and adoption by, the Board, which reflects Board priorities.
- 3.4 Ensures the facilities management of the Division meets the needs of the Division.
- 3.5 Ensures that insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.
- 3.6 Approves contracts up to and including one hundred thousand (\$100 000).

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related issues, except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- 4.2 Monitors and improves the performance of staff.
- 4.3 Ensures sound personnel management practices are in place to recruit, retain, advance, and manage personnel in accordance with legislation or Board policy.
- 4.4 Delegates to staff appropriate responsibilities in accordance with legislation and policy and the needs of the school division.
- 4.5 In order to protect the Board from sudden loss of the Director of Education's services, the Director of Education shall ensure that the Superintendents of Education are familiar with Board of Education governance policies, school division operations and procedures, and are capable of assuming the Director of Education responsibilities on a temporary emergency basis. The Director of Education will ensure that in the case of short-term or prolonged absence, that a Superintendent of Education is designated to perform the services of the Director of Education and that the Board of Education is advised of the delegation.

5. Director/Board Relations

- 5.1 Establishes and maintains positive professional working relationships with the Board and individual Board members
- 5.2 Respects and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy, including the provision of information the Board requires in order to perform its role.

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- 5.3 Keeps the Board informed through the provision of scheduled accountability and information reports.
 - 5.4 Advises when Board possible actions are contrary to legislation, contracts or Board policy.
6. Continuous Improvement Planning and Reporting
- 6.1 Leads the continuous improvement planning process, including the development of Division goals, budget, and related support services such as facilities and transportation plans and implements plans as approved.
 - 6.2 Involves the Board appropriately (identification of priorities and key results, opportunity for Board input early in the process, final Board approval).
 - 6.3 Reports regularly on results achieved.
7. Organizational Management
- 7.1 Demonstrates effective organization skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines.
 - 7.2 Reports to the Minister with respect to matters identified and required by the Education Act.
8. Communications and Community Relations
- 8.1 Takes appropriate actions to ensure open, transparent and positive internal and external communications are developed and maintained.
 - 8.2 Keeps the Board informed through the provision of appropriate accountability reports.
 - 8.3 Ensures that parents have a high level of satisfaction with the services provided and the responsiveness of the Division.
9. Leadership Practices
- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the duties of the Board and Ministry.
10. Student Welfare
- 10.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.
 - 10.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
 - 10.3 Ensures the facilities adequately accommodate Division students.
 - 10.4 Acts as, or designates, the local attendance counselor for the Division.

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Reference: Sections 108, 109, 159 Education Act

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Date Issued: November 2007

Date Revised: October 14, 2008
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December 13, 2010
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