



DIRECTOR OF EDUCATION EXECUTIVE DUTIES AND RESPONSIBILITIES

Legal References:	<i>Education Act</i>
Related References:	<i>Board Strategic Plan;</i> <i>Director's Performance Appraisal Guidebook</i>
Effective Date:	<i>May 2006</i>
Revisions:	<i>March 8, 2021, June 22, 2015</i>
Reviewed:	

1. Preamble

The Director of Education is the Waterloo Region District School Board's (WRDSB) senior staff person through which the Board of Trustees directs the delivery of public education in the district. This position is also Secretary to the Board of Trustees. The following Executive Duties and Responsibilities define the authority to act associated with this position in the fulfillment of its roles and responsibilities. They also represent accountabilities that will be assessed in the annual performance evaluation of the Director of Education.

2. General Authority to Act

- 2.1 The Director of Education has the authority to act as per the following directives:
 - 2.1.1 The Education Act of the Province of Ontario
 - 2.1.2 Policy directives of the Ministry of Education
 - 2.1.3 WRDSB policies
 - 2.1.4 The position description for the Director of Education / Secretary of the Board
 - 2.1.5 As directed by a motion of the Board of Trustees consistent with the above-noted directives.
- 2.2 The Director of Education will not operate in any manner or make decisions that contravene applicable legislative or statutory requirements or directives, WRDSB policies, human rights codes or relevant other laws and government policies.
- 2.3 The Director of Education will act in a manner that at all times respects the dignity and integrity of each individual that comes in contact with the WRDSB; ensuring respectful, fair and equitable treatment; and ensuring district rate payers, parents/guardians, students and staff are effectively informed of their rights, are listened to and are provided information on how to put forward their perspectives, ideas and view points within approved WRDSB policies.

3. Academic Excellence

- 3.1 To annually prepare an Operational Plan (also known as a Board Improvement Plan) for the district for Board approval that facilitates the achievement of Ministry directives and policies, aligns to the WRDSB's Strategic Plan and includes innovative educational programming and strategies. The Plan is also to contain objectives, appropriate measures and monitoring report processes.
- 3.2 To develop an organizational culture of academic excellence across the organization by supporting innovation, staff training and development, recognition of efforts and outcomes, promotion of and support for educational learning opportunities and forums and other strategies.

- 3.3 To have in place, comprehensive professional development programs for all staff categories, updating it regularly to reflect ongoing changes in curriculum requirements, teaching methodologies, management techniques, health and safety directives and related operational requirements.
- 3.4 To directly participate and support staff participation in educational forums, research activities, planning and policy initiatives, curriculum development programs and related initiatives that will both increase the WRDSB's educational knowledge and capacity and share with other Boards of Education and educational bodies, WRDSB's experiences, knowledge and outcomes.
- 3.5 To continually research educational learning methodologies, trends and related information and data, ensuring its provision across the staff in support of the ongoing development of the WRDSB's educational plans and services (i.e.: literacy, special education transitions beyond secondary school, etc.). As well, undertake a presentation on this topic when appropriate to the Board of Trustees.

4. Financial

- 4.1 To present to the Board of Trustees for their consideration, a draft budget for each fiscal year that:
 - 4.1.1 Is prepared consistent with the requirements of the Education Act, Ministry directives and the financial policies of both the government and the WRDSB, and in a format acceptable to the Board of Trustees.
 - 4.1.2 Incorporates the priorities of the Board's Strategic Plan and Operational Plan (also known as a Board Improvement Plan) objectives.
 - 4.1.3 Ensures an evident focus on maximizing operational efficiencies and revenue opportunities.
- 4.2 To ensure the Board of Trustees, at a minimum, receives a quarterly update of the financial statements and position of the Board for their review and direction, with a minimum of two financial year-end projections per fiscal year at the six and nine month periods.
- 4.3 To undertake financial expenditures, on an ongoing basis, that are consistent with the WRDSB's budget as approved by the Board of Trustees, or as specifically directed by the Board of Trustees.
- 4.4 To authorize the reallocation of funds within the approved WRDSB budget as long as the net financial operating position of the budget remains as approved by the Board of Trustees, is consistent with Ministry financial requirements and does not distort Board of Trustee budget priorities.
- 4.5 To ensure that all use of WRDSB financial reserves and all capital funded projects are approved by the Board of Trustees prior to the use of these funds.
- 4.6 To not authorize WRDSB expenditure commitments beyond the WRDSB's ability to fund them, including payroll requirements.
- 4.7 To complete real property acquisitions and disposals based on Board of Trustee approval.
- 4.8 To ensure all financial reporting and payment requirements to government bodies are completed in total, within the required timelines and current fiscal year accounts.
- 4.9 To have in place payroll, accounting and other financial procedures so as to ensure they meet the WRDSB's financial commitments and reporting requirements; and protect the security of the funds and assets under WRDSB control.
- 4.10 To ensure that the appropriate financial supports are in place in the WRDSB's budget to facilitate Board of Trustee requirements related to meetings, minutes, documentation and records management, an annual external audit, Trustee educational opportunities, Trustee communications and similar requirements.

5. Policies

- 5.1 To implement all Board of Trustee approved policies, ensuring that the appropriate training, communications and related initiatives are completed to inform staff and others on an effective and timely basis.
- 5.2 To ensure that all monitoring reports identified within WRDSB policies or directed by the Board of Trustees are completed as per WRDSB policy or directive requirements and timelines.
- 5.3 To identify to the Board of Trustees significant breaches of policy, along with the remedial action taken or to be taken.

6. Board of Trustee Support and Communications

- 6.1 To inform the Board of Trustees of any significant incident, event or other consideration that could negatively impact the liability, credibility or safety of the WRDSB or its students and staff, or for which Trustees need to be effectively prepared for in order to fulfill their roles.
- 6.2 To ensure adequate supports are in place for the calling of Board of Trustee and associated Board and committee meetings, the taking of minutes and notes, their distribution and records management as per the Board's Bylaws.
- 6.3 To update the Board of Trustees, at In Camera, Committee of the Whole and Board Meetings on emerging educational opportunities, challenges, trends and related strategic information, data, etc., related to government policy and funding changes, relevant community initiatives and associated insights and impacts, (i.e.: EQAO results).

7. Leadership

- 7.1 To ensure that all practices and activities of the WRDSB are ethical, legal and protect the integrity and reputation of the WRDSB.
- 7.2 To ensure that a Supervisory Officer of the WRDSB is appointed to cover for regular leaves of the Director of Education, and identify that person to the Chair or designate. The Supervisory Officer appointed could vary time to time.
- 7.3 To ensure that a plan is in place to identify a minimum of two senior staff individuals to the Chair, who are trained and capable to substitute when the Director of Education is unavailable to fulfill the position's responsibilities due to an emergency situation.
- 7.4 To deal with the Board of Trustees as a whole except when responding to individual Trustee requests for information or responding to Committee and Task Force requests.
- 7.5 To officially speak on behalf of the WRDSB as per the Board's Communication Policy on considerations associated with the WRDSB, and not considerations associated with the Board of Trustees.
- 7.6 To prepare an Operational Plan (also known as a Board Improvement Plan) and objectives for Board of Trustee consideration each fiscal year that facilitates the implementation of the WRDSB's Strategic Plan and priorities.

8. Human Resources

- 8.1 To report to the Board of Trustees at each Board meeting on new hires, promotions, terminations and resignations for information purposes.
- 8.2 To present Principal and Vice Principal appointment recommendations to the Board of Trustees for information.

- 8.3 To develop Supervisory Officer recruitment processes that involves the Chair or designate and one additional trustee in the selection process, and to present selection recommendations to the Board of Trustees for approval.
- 8.4 To adjust the Director of Education's compensation program based solely on Board of Trustees approval.
- 8.5 To ensure staff, at all levels, are paid within the appropriate compensation levels as negotiated in union contracts or as per Board of Trustee approved non-union compensation programs, with any compensation considerations outside of these parameters being approved by the Board of Trustees based on a recommendation from the Director of Education.
- 8.6 To ensure that any offers of employment, whether permanent, part time or contractual, are consistent with WRDSB approved Human Resource Policies or as approved by the Board of Trustees if outside these policies.
- 8.7 To ensure the consistent application of all negotiated labour agreements as per the terms and conditions of these agreements once approved by the parties involved.
- 8.8 To receive Board of Trustee direction on all employee group negotiations prior to initiating negotiations, and to not deviate from Board of Trustee directions and parameters without Board of Trustee approval.
- 8.9 To effectively communicate, on an ongoing basis, that the WRDSB does not tolerate discrimination, harassment or similar behaviours, and to have in place, the appropriate communications and training programs that support understanding and compliance of WRDSB policies in this regard, the rights of individuals and the processes and procedures individuals can pursue if they believe they have experienced such behaviours.

9. Risk Mitigation

- 9.1 To ensure that no WRDSB contracts for supplies and services are entered into for more than five years without Board of Trustee approval.
- 9.2 To have in place, and to update annually, a Health and Safety Program for the WRDSB that is based on legislative requirements, site inspections, incident assessments and other relevant inputs.
- 9.3 To ensure that the WRDSB has appropriate emergency response programs in place for each of its facilities that are updated annually and for which initial and repeat training and testing is undertaken.
- 9.4 To ensure that building condition studies are completed on each facility at a minimum of every ten years or if significant structural issues are identified between building condition report periods.
- 9.5 To ensure that a Disaster Recovery Strategy is in place and is regularly updated, unless directed otherwise by the Board of Trustees, for all WRDSB technology, computer and related operational components.
- 9.6 To ensure that a theft deterrent / loss prevention program is in place for all WRDSB equipment, supplies, materials, etc, and that losses are regularly monitored, reported on to senior management and responded to in order to minimize losses.
- 9.7 To ensure that the WRDSB has in place, active insurance coverage for loss and liability, as well as Board of Trustee and staff indemnification, at levels reflective of current risk parameters.