

Hamilton-Wentworth District School Board Director of Education Job Description

The Director of Education is both the Chief Education Officer and the Chief Executive Officer of Hamilton-Wentworth District School Board. The Director reports directly to and is accountable to the corporate Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the Hamilton-Wentworth District School Board. All authority delegated to staff is delegated through the Director of Education.

The Director of Education provides advice to the Board of Trustees and recommends actions to address current issues and trends. The Director ensures that the Hamilton-Wentworth District School Board's policies and programs are aligned with its mission, vision, goals and objectives.

The Director of Education for the Hamilton-Wentworth District School Board is an educational leader who is committed to:

- A focus on students
- Facilitating achievement
- Raising standards
- Ensuring equity, and
- Enhancing accountability

A. Director of Education

Areas of Responsibility

1. Commitment to Students and Student Learning and Achievement

- 1.1 Demonstrates care for and commitment to students and student achievement.
- 1.2 Promotes an atmosphere of care and trust within the school community, setting the tone for mutually respectful relationships.
- 1.3 Provides guidance, focus and leadership for the community's process of learning for all.
- 1.4 Ensures that students have opportunities to meet the graduate outcome expectations of the Hamilton-Wentworth District School Board.
- 1.5 Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- 1.6 Takes 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 Hamilton-Wentworth District School Board.
- 1.7 Takes the necessary steps to provide facilities to accommodate Hamilton-Wentworth District School Board students.
- 1.8 Acts as, or designates, the local attendance counselor for Hamilton-Wentworth District School Board.

2. Educational Leadership

- 2.1 Provides leadership in all matters relating to education.
- 2.2 Develops a senior leadership team that collectively promotes improved student achievement through innovative programs and exemplary learning and teaching practices.
- 2.3 Ensures that students have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.4 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.5 Develops and maintains positive and effective relations with schools and departments.
- 2.6 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.
- 2.7 Demonstrates a commitment to innovation, enhancement and assessment of quality in educational programs.
- 2.8 Provides leadership in the implementation and evaluation of educational programs and services.

3. Fiscal Responsibility

- 3.1 Ensures that the fiscal management is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.

4. Organizational Management

- 4.1 Demonstrates effective organizational skills that result in compliance with all legal, Ministerial and Board mandates and timelines.
- 4.2 Reports to the Minister with respect to matters identified in and required by the Education Act and Regulations.

5. Strategic Planning

- 5.1 Provides leadership for the development of an annual operating plan and the three-year strategic plan.
- 5.2 Ensures appropriate involvement of the Board of Trustees (e.g., approval of process and timelines; establishment of priorities and outcomes; key results; and, final approval).
- 5.3 Reports regularly on results achieved and improvement plans.

6. Personnel Management

- 6.1 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by policy, legislation or collective agreements.
- 6.2 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

7. Policy/Procedures

- 7.1 Facilitates the planning, development, implementation, review and evaluation of policies.
- 7.2 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

8. Director/Board Relations

- 8.1 Establishes and maintains positive working relations with the Board of Trustees.
- 8.2 Supports the Board of Trustees in performing its role and facilitates the implementation of its role.
- 8.3 Communicates effectively with the Board of Trustees and individual trustees as appropriate.
- 8.4 Ensures that the Board of Trustees is aware of communications addressed to the Secretary of the Board.

9. Communications and Community Relations

- 9.1 Establishes effective strategies to communicate: key monitoring reports; student, volunteer and staff successes; local issues; and, organizational decisions.
- 9.2 Ensures that open, transparent and positive internal and external communications are in place.
- 9.3 Serves as an advocate and spokesperson for the Hamilton-Wentworth District School Board.
- 9.4 Ensures that School Councils and the Home and School Associations have the opportunity to provide appropriate advice and support as required in the regulations and/or policy.
- 9.5 Participates in community affairs in order to enhance and support the Hamilton-Wentworth District School Board and promote publicly funded education.
- 9.6 Builds relationships with public and private sector industries, organizations and other academic institutions.

10. Student, Staff and HWDSB Recognition/Public Relations

- 10.1 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and Hamilton-Wentworth District School Board successes.

11. System Leadership

- 11.1 Demonstrates positive and proactive leadership that has the support of the staff with whom the Director works most closely.
- 11.2 Makes succession plans to ensure strong future leadership for the Hamilton-Wentworth District School Board.

12. On-Going Professional Learning and Staff Development

- 12.1 Demonstrates commitment for ongoing professional learning for all staff to improve practice.
- 12.2 Provides support for staff opportunities to develop professional learning communities in support of student learning.

B. Secretary of the Board

1. Secretary of the Board

- 1.1 To carry out the responsibilities of Secretary of the Board as outlined in the legislation.

Legal Reference: *Education Act S. 283, S. 286, S. 301*

Approval Date:

This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.