

ROLE OF DIRECTOR OF INSTRUCTION/HUMAN RESOURCES

Background

Guided by the District's vision, mission and values, the Director of Instruction/Human Resources will assist the Superintendent and Secretary Treasurer in fulfilling the general and specific aspects of the role descriptions for the Superintendent and Secretary Treasurer as defined in the School Act and Board policy.

Procedures

The Director of Instruction/Human Resources is directly responsible and accountable to the Superintendent and Secretary Treasurer.

The Director of Instruction/Human Resources, will have specific responsibilities for:

1. Human Resources Leadership

- 1.1 Provides for training of principals and vice-principals and the development of leadership capacity within the District as approved by the Superintendent and Secretary Treasurer.
- 1.2 Provides effective Teacher, CUPE Principals and Vice-principals Induction Programs.
- 1.3 Provides recommendations to the Superintendent and Secretary Treasurer regarding strategic workforce planning.
- 1.4 Assists District personnel with human resources processes (e.g. conflict resolution and mediation).
- 1.5 In collaboration with the Superintendent and Secretary Treasurer, provides support to the Board's negotiating committees.
- 1.6 Provides for the administration of arbitration and grievance procedures that arise out of the application of collective agreements with recognized employee organizations.

2. Human Resources Management

- 2.1 Supervises, evaluates and reviews the performance of "direct reports".
- 2.2 Conducts the selection process and participates in the selection panel for some administrative positions other than that of the Superintendent and Secretary Treasurer.
- 2.3 Recruits and hires all personnel in consultation with the direct supervisor in accordance with the Superintendent's and Secretary Treasurer's direction and approved budget.
- 2.4 Establishes the frameworks for supervision and evaluation of all personnel.
- 2.5 Conducts the supervision and evaluation of principals and vice-principals, as

- requested by the Superintendent and Secretary Treasurer.
- 2.6 Supervises the evaluation of school staff by, and in consultation with, principals.
 - 2.7 Provides support to ensure that each staff member is provided with a welcoming, caring, respectful and safe learning and working environment that respects diversity and fosters a sense of belonging.
 - 2.8 Administers all employment contracts in the best interests of the District, including leaves, transfers, transitions to retirement.
 - 2.9 Administers the employee classification system (job descriptions, teacher grid placements).
 - 2.10 Administers the Employee Family Assistance Program (EFAP)
 - 2.11 Administers all personnel files.
 - 2.12 Within areas of responsibility, provides for legal opinions as required.
 - 2.13 Provides supervisory expertise to principals and District personnel.
 - 2.14 Provides support, as requested, to the Directors of Student Learning in matters related to staff professional development.
3. Student Learning
 - 3.1 Supports implementation of school growth plans.
 - 3.2 Supports implementation of the school review process.
 4. Student Wellness
 - 4.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
 5. Fiscal Responsibility
 - 5.1 Makes recommendations to the Superintendent and Secretary Treasurer regarding staff allocations to include in the District budget.
 - 5.2 Develops a department budget within the parameters and constraints of the District budget.
 - 5.3 Ensures the proper fiscal management of department budget allocations.
 - 5.4 Operates in a fiscally prudent and responsible manner.
 6. Policy/Administrative Procedures
 - 6.1 Assists the Superintendent and Secretary Treasurer in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 6.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
 - 6.3 Ensures the application of Board policy and District administrative procedures as required in the performance of duties.
 7. Organizational Management

- 7.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to the Superintendent's and Secretary Treasurer's directives.
- 7.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

8. Communications and Community Relations

- 8.1 Takes appropriate actions to ensure open, transparent internal communications (and external when required) are developed and maintained in areas of responsibility.
- 8.2 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
- 8.3 Investigates, and facilitates resolution of, concerns and conflicts.

9. Superintendent and Secretary Treasurer Relations

- 9.1 Establishes and maintains positive, professional working relations with the Superintendent and Secretary Treasurer.
- 9.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 9.3 Provides information which the Superintendent and Secretary Treasurer requires to perform their role in an exemplary fashion.

10. Leadership Practices

- 10.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's and Secretary Treasurer's expectations.
- 10.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 65, 85 School Act

Approved: August 15, 2021

Revised: