

ROLE OF THE DIRECTOR OF STUDENT LEARNING AND ABORIGINAL EDUCATION

Background

Guided by the District's vision, mission and values, the Director of Student Learning and Aboriginal Education will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

Procedures

The Director of Student Learning and Aboriginal Education is directly responsible and accountable to the Superintendent.

The Director of Student Learning and Aboriginal Education will have specific responsibilities for:

1. Student Learning

- 1.1 Ensures students in the District within areas of responsibility have the opportunity to meet the standards of education set by the Minister.
- 1.2 Ensures accountability for achievement of approved learning outcomes within areas of responsibility in all schools.
- 1.3 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.4 Ensures appropriate programming is in place for all Indigenous students.
- 1.5 Ensures local Indigenous worldview and perspective is embedded in each classroom.

2. Student Wellness

- 2.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 2.2 Ensures that a coordinated service delivery model is in place to support student access to programs and services.
- 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.
- 2.4 Fulfills the official duties of Safe School Coordinator position
- 2.5 Fulfills the duties as the Crisis Response Coordinator

3. Human Resource Management

- 3.1 Collaborates with the Superintendent in the supervision and evaluation of school-

based principals and vice-principals, as requested.

- 3.2 Conducts Threat Violence and Workplace Bullying and Harassment investigations
4. Fiscal Responsibility
 - 4.1 Develops a departmental budget within the parameters and constraints of the District budget.
 - 4.2 Ensures the proper fiscal management of budget allocations.
 - 4.3 Operates in a fiscally prudent and responsible manner.
5. Policy/Administrative Procedures
 - 5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility.
 - 5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.
 - 5.3 Ensures application of Board policy and administrative procedures as required in the performance of duties.
6. Organizational Management
 - 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
 - 6.2 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.
7. Communications and Community Relations
 - 7.1 Serves as the District Communication Officer
 - 7.2 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
 - 7.3 Ensures staff, students, and parents have a high level of satisfaction with the services provided and the responsiveness of the department.
8. Superintendent Relations
 - 8.1 Establishes and maintains positive, professional working relations with the Superintendent.
 - 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 8.3 Provides information which the Superintendent requires to perform their role in an exemplary fashion.
9. Leadership Practices
 - 9.1 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 expectations.

9.2 Exhibits a high level of personal, professional and organizational integrity.

Reference: Sections 22, 65, 85 School Act

Approved: August 15, 2021

Revised: