

THE ROLE OF THE DIRECTOR OF EDUCATION

POLICY

The Board of Trustees will hold the Director of Education, as both the Chief Education Officer and the Chief Executive Officer, accountable for the organization and operation of the Rainy River District School Board.

RATIONALE

The Director of Education is the sole employee who reports directly to the Corporate Board. Through the Director of Education, the Board holds the entire system accountable for results based on expectations set at the provincial and board levels.

IMPLEMENTATION

Aper per guidelines

GUIDELINES

GUIDELINES

1.0 Responsibilities

1.1 The Director of Education is responsible for the following:

- Student Achievement and Well-Being
- Leadership and Personnel Management
- Fiscal Responsibility
- Organizational Management
- System Planning
- Policy/Procedure
- Director/Board Relations
- Communications and Community Relations

2.0 Director of Education Performance Appraisal

2.1 Performance Appraisal Committee

The Director of Education Performance Appraisal Committee shall consist of the Chair of the Board (who shall act as Chair of the Committee), the Vice Chair, and one other trustee who will be annually appointed by the Board.

2.2 Process

- Each September, the Director of Education shall submit a report to the Board, which provides an overview of the Director of Education's focuses and goals for the upcoming school year.

- By October 31 of each school year, the Appraisal Committee shall meet with the Director to confirm the appraisal process, including timelines, measurable goals, and the appraisal framework that assesses the Director of Education's goals and objectives of the school year.
- Prior to April 30 each year, the Performance Appraisal Committee shall meet with the Director of Education to review the appraisal results.
- The appraisal survey will be completed by the Board of Trustees, with all trustees participating in the appraisal process.
- While feedback is an ongoing process, the performance of the Director of Education is reviewed annually and comprehensively bi-annually (in the second and fourth years of the Board of Trustees' term) using a 360-degree performance feedback format. This is an opportunity to obtain feedback from stakeholders that extends beyond the Board of Trustees. The Performance Appraisal Committee will select an appropriate tool to survey a variety of stakeholders which may include representatives from the following:
 - Senior Administration
 - System Leaders (e.g., managers)
 - Principals and Vice Principals
 - Union leaders
 - Board advisory committees
 - Community partners

2.3 Guiding Principles

The performance appraisal process is designed to:

- align individual objectives and initiatives with the Board's strategic direction;
- provide a mutual learning opportunity to affirm successful practices and to improve areas of identified need;
- be transparent with open communication, balanced by professional confidentiality and respect for all parties;
- be contextual, in that the performance of the Director is affected by the conditions/demographics of the District;
- identify performance concerns at an early stage to provide ample time for resolution and support.

2.4 Final Report

The appraisal process shall conclude with a draft written report from the Chair, presented to a Committee of the Whole Board, in camera, by the June regular Board meeting, for review and approval by consensus.

The report will recognize the Director's accomplishments and identify areas for emphasis and development.

The Board shall rise and report that the Director of Education Performance Appraisal process is complete.

To ensure that the process is governed by mutual trust and a genuine concern for improvement in one’s work, the data used, and the final report will remain highly confidential. Copies of the performance appraisal report will be restricted to the Director of Education and their personnel file.

2.5. Exceptions

Any exception to this process shall be mutually agreed to by the Board of Trustees and the Director of Education.

CROSS-REFERENCE	LEGAL/MINISTRY OF EDUCATION REFERENCE
Policies: ■ Procedures: ■	<ul style="list-style-type: none"> ▪ <i>Education Act, s.169 (1)</i> ▪ <i>Education Act, s. 283 and 283.1</i> ▪ Ontario Regulation 309: Supervisory Officers ▪ Ontario Leadership Framework for System Leaders ▪ Ontario Regulation 406/18: Compensation Framework ▪ <i>Municipal Freedom of Information and Protection of Privacy Act</i>

APPENDIX A

Student Achievement and Well-Being

The Director of Education:

- Provides positive and proactive leadership in all matters relating to education in the Rainy River District School Board.
- Ensures that students in the Rainy River District School Board have the opportunity to meet the standards of education mandated by the Ministry of Education.
- Provides leadership to promote clear, consistent expectations that focus on successful outcomes for students.
- Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behaviour for each student.
- Takes the necessary steps to provide for the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by Rainy River District Transportation Services Consortium.
- Takes the necessary steps to provide facilities to accommodate Rainy River District School Board students.

Leadership and Personnel Management

The Director of Education:

- Demonstrates positive and proactive leadership.
- Makes succession plans to ensure strong future leadership for the Rainy River District School Board.
- Develops and maintains positive and effective relationships within schools and the system, within school communities and at the regional and provincial levels.
- Ensures effective processes are in place for the selection, development, supervision, and performance review of all staff.
- Takes the necessary steps to provide a safe and caring environment that fosters and maintains respectful and responsible behavior.
- Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by Board policy, legislation or collective agreements.

Fiscal Responsibility

The Director of Education:

- Ensures that the fiscal management of the Rainy River District School Board 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.

Organizational Management

The Director of Education:

- Demonstrates effective organizational skills that result in Rainy River District School Board compliance with all legal, Ministerial, Board and all other government mandates and timelines.
- Reports to the Minister with respect to matters identified in and required by the Education Act and Regulations.

System Planning

The Director of Education:

- Provides leadership for the development of an annual operational plan, reflecting the Board's priorities as outlined in the Rainy River District School Board multi-year Strategic Plan.
- Reports regularly on results achieved for the multi-year Strategic Plan.

Policy/Procedure

The Director of Education:

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

Director/Board Relations

The Director of Education:

- Establishes and maintains positive working relations with the Rainy River District School Board members.
- Supports the Rainy River District School Board in performing its governance role.

Communications and Community Relations

The Director of Education:

- Establishes effective communication strategies to keep stakeholders informed.
- Ensures that stakeholders have the opportunity to provide advice and support, as appropriate and as required in the regulations and/or Board policy.
- Works collaboratively with all stakeholders to enhance and support the Rainy River District School Board to promote public education.