

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Director of Education			
Procedure Type:	Division Administration	Implementation Date:	JUN 8, 2011
Procedure Number:	3.02	Last Approval Date:	JUN 30, 2015
AP Owner:	Director of Education	Last Reviewed:	FEB 23, 2026
Legal Reference(s):	<i>The School Division Administration Regulations, 2017, s. 42-45</i>		

Background

The director of education is the chief executive officer of the Board of Education. The director is accountable to the Board for directing the operations of Living Sky School Division (LSKYSD) and moving the division toward the achievement of its goals. All Board authority delegated to staff is delegated through the director. All accountability to staff is through the director of education.

Scope

This procedure states the general expectations and authority of the director of education and describes the process for recruiting, hiring, and assessing the position.

Roles & Responsibilities

Board of Education

- appoints the director of education and assesses the director's performance
- maintains a collegial relationship between the director

Director of Education

- acts as the chief executive office of the Board
- is accountable to the Board
- delegates accountabilities and responsibilities for Division operations to staff

Procedures

Mandate and Core Services

1. The mandate of the director of education is to lead LSKYSD. The director is the CEO of the Board of Education and is accountable to the Board for directing the operations of the division in alignment with Board policy and moving the system toward the achievement of its goals. Through demonstrating the leadership practices included in *LSKYSD's Leadership Framework*, the director provides leadership in educational administration and instructional planning. By living the Board's values, creating an inspiring vision and aligning strategic actions, the director ensures the system works for all students.
2. The core services of the director of education are as follows:
 - a. perform duties outlined in *The Education Act, 1995* and *The School Division Administration Regulations, 2019*;
 - b. perform duties required in Board policy;
 - c. lead the senior leadership team;
 - d. ensure that the Board of Education remains informed regarding pertinent matters of LSKYSD;
 - e. ensure administrative procedures align with Board policy and are accessible to the public; and
 - f. serve as a member of the Provincial Education Plan Implementation Team (PEPIT).



Delegation of Authority

3. Authority and responsibility to manage the operations of LSKYSD is delegated by the Board to the director of education.
4. The director of education delegates accountabilities and responsibilities over Division operations to staff.
 - a. Staff are accountable to the director of education.

Appointment of Director

5. The Board shall undertake a search for a director of education at an appropriate time prior to the position becoming vacant. The Board shall determine the extent and manner of the search as well as the membership of the Selection Committee of the Board.
6. Prior to mandating the Selection Committee, the Board shall identify the personal qualities, professional competencies, expectations and academic qualifications required of applicants for the position of director of education. The Board shall be mindful of the requirements of The School Division Administration Regulations in establishing criteria and process.
7. The appointment of the director of education is by official resolution of the Board, which shall then inform the Minister of Education.

Contract

8. The Board shall use a contract of employment with the director of education.
9. The contract shall include clauses with respect to:
 - a. salary and other allowances;
 - b. vacation entitlement;
 - c. the procedure for review of the terms of the contract by either party;
 - d. the procedure for termination of the contract by either party; and
 - e. any other terms and conditions of employment.

Assessment

10. Assessment of the director's performance is to occur in accordance with the Board's Governance and Management Policy related to Monitoring Performance.

Related

Board Policy 2010 Role of the Board
Board Policy 2020 Approach to Governance
Board Policy 2080 Delegation of Authority
Board Policy 2090 Administration in Absence of Policy
Board Policy 3010 General Administration
Board Policy 3020 Relationships
Board Policy 3030 Programs and Services
Board Policy 3040 Finances
Board Policy 3050 Assets
Board Policy 3060 Communications with the Board