

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Director of Education

Procedure Type:	Governance and Management	Implementation Date:	FEB 9, 2011
Procedure Number:	1.04	Last Approval Date:	JUN 30, 2015
AP Owner	Director of Education	Last Reviewed:	OCT 25, 2023
Legal Reference(s):	<i>The School Division Administration Regulations – Sections 42 – 44</i>		

Background

The role of the director of education as chief executive officer of the board of education (board) is to lead and manage the operations of the school division. All board authority delegated to staff is delegated through the director. All accountability to staff is through the director of education.

The director is accountable to the board to achieve the Board's Foundation and Direction policies and comply with the Board's Expectations and Operations policies.

Scope

This AP describes the process for recruiting, hiring and assessing the director of education.

Roles & Responsibilities

Board of Education

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

Procedures

1. Appointment
 - a. The board is to undertake a search for a director of education at an appropriate time prior to the position becoming vacant.
 - b. The board is to determine the extent and manner of the search as well as the membership of the Selection Committee of the board.
 - c. Prior to mandating the Selection Committee, the board is to identify the personal qualities, professional competencies, expectations and academic qualifications required of applicants for the position of director of education.
 - d. The board is to be mindful of the requirements of The School Division Administration Regulations in establishing criteria and process.
 - e. The appointment of the director of education is by official resolution of the board, which shall then inform the Minister of Education.
2. Contract
 - a. The board is to utilize a contract of employment with the director of education.
 - b. The contract is to include clauses with respect to:
 - i. salary and other allowances;
 - ii. vacation entitlement;



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- iii. the procedure for review of the terms of the contract by either party;
 - iv. the procedure for termination of the contract by either party; and
 - v. any other terms and conditions of employment.
3. Assessment
- a. Assessment of the director's performance is to occur annually in accordance with the Board's Governance and Management Policy related to Monitoring Performance.

Related

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