

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Director of Education/CEO

REPORTS TO: **Directly:** Board of Directors
Indirectly:

Purpose:

As a visionary, the Director of Education (CEO) is directly responsible for the health and performance of the organization, the success of its operations, and strategic planning. The CEO will focus on the ongoing improvement of the organization to ensure maximum performance and establish key long-term relationships with partners that enhance the organization. This individual will also actualize and operationalize the direction provided through the Board of Directors and its policy governance structure.

Required Education, Knowledge, Qualifications and Experience:

- Master of Education Degree from an institution recognized by the Saskatchewan Ministry of Education
- Saskatchewan Professional A Teaching Certificate
- Minimum of 10 years successful teaching experience including 5 years progressive experience at the Superintendent level
- Eligibility for membership in League of Educational Administrators, Directors and Superintendents (LEADS)
- Demonstrated knowledge of Saskatchewan Core Curriculum and Sask. Learning initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership
- Demonstrated success in Leadership in a similar role or significant experience supporting a similar role in an organization with a multi-million dollar budget and diverse staff compliment
- Knowledge of best practices in non-profit leadership and operational methods.
- Knowledge of performance management, reporting and enterprise risk management.
- Knowledge general organizational operations and human resource issues

Required Skills and Abilities:

- Demonstrated ability to provide strategic and adaptive leadership
- Clear understanding and ability to provide situational leadership
- Demonstrated ability to act as the team leader in variety of situations
- Demonstrated ability to establish rapport with stakeholders and act as a role model
- Demonstrated ability to provide for the professional growth and evaluation of staff
- Demonstrated ability to create innovative solutions to a wide range of problems
- Ability to deal effectively with a broad range of Human Service Agencies, members of the public, including parents.
- Ability to plan, implement, reflect on and monitor multiple processes within the school division.
- Demonstrated ability to present and promote change at the organizational level
- Demonstrated ability to prioritize multiple demands and effectively manage time.
- Demonstrated ability to maintain strict confidentiality relative to school division operations.
- Superior interpersonal and communication skills, both verbal and written.

Supervision of Staff:

The CEO will directly supervise all Superintendent positions and the Executive Assistant to the Director within the Division Office

Duties and Responsibilities:

Without restricting the generality of the general description above, the Director of Education shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

As defined in subsection 109 of the Education Act every director shall:

- Prepare and transmit to the department any reports and returns that may from time to time be required by the minister;
- Ensure that the schools of the board of education are conducted in accordance with the ACT, the regulations and the policies of the board of education in all matters within its jurisdiction;
- Exercise general supervision of the schools and the work of principals, teachers, and other personnel employed by the board of education;
- Provide leadership with respect to educational policies and practices; and
- Act as a liaison between the board of education and the professional staff and the public with respect to the efficiency and advancement of education in the school division.

The Director of Education performs some or all of the following additional duties:

- Develop and implement both short and long-term tactical and strategic plans in accordance with business goals and objectives
- Provide leadership for strategic business development and key corporate planning issues on major business decisions.
- Assist the CFO in managing project budgets, forecasts, and long-term financial plans; ensure corporate adherence to annual budgets.
- Regularly report to the Board of Directors on the company's status against, and ability to meet, its strategic and operational objectives.
- Keep the Board of Directors informed about business activities, potential threats, opportunities, and recommended actions.
- Develop and maintain effective relationships with municipal, state/provincial, and federal government agencies, as well as professional organizations such as consultancy firms and auditors.
- Chairs Executive Council Meetings
- Participates in the development of education policy by providing advice to senior leaders
- Organizes departmental unit and establish procedures to meet departmental objectives set by senior management
- Direct and advise policy researchers or program officers conducting research, preparing documents or administering programs for elementary and secondary school systems
- Organize and direct committees and working groups to plan, manage or evaluate education projects and programs
- Hires, trains and supervises staff.
- Monitor legislation, regulations, policies, and procedures applicable to company operations.
- Facilitate workgroups, teams, and meetings within a positive environment
- Conduct oneself in a manner appropriate to lead an educational institution
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study
- Perform other related duties as assigned by the Board of Directors

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the CEO discuss in public information pertaining to anyone in the school division. The CEO is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The CEO is expected to work independently as well as lead or work as a team member of the Board of Directors, the Senior Leadership Team, the corporate services area, all schools and the division office as required.

Client/Peer Contact

This employee works collegially with the Board of Directors, the leadership team, school staff, school-based administration, other school-division staff, School Community Councils, community stakeholders and parents. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid: CEO

The salary grid for the CEO is negotiated with the Board of Directors on an annual basis as defined in the individual employment service contract:

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	