

Administrative Procedures 2004 MR2

***Administrative Positions Duties and Responsibilities***

***Director of Instructional Services K-12***

The Director of Instructional Services reports directly to the Assistant Superintendent and is accountable for the direction and operation of K-12 in the district.

1. *Student Well-Being*

- a. Strives to provide each student with a safe and caring learning environment that fosters and maintains respectful and responsible behaviors.
- b. Assigns responsibilities to district personnel to monitor and or evaluate program areas for the purpose of program delivery, safety and for any other matter deemed necessary.

2. *Curriculum and Instruction*

- a. Ensures students in the district have the opportunity to meet the standards of education set by the Minister.
- b. Provides leadership and direction regarding district-wide assessment practices including tracking and communicating student learning.
- c. Supervises and monitors the development and implementation of appropriate instructional resources and programs.
- d. Monitors and reports regularly on results achieved, with particular emphasis on student learning within the context of the student learning framework.

3. Educational Leadership

- a. Provides leadership and direction in all matters relating to K-12 education in the district.
- b. Implements education policies established by the minister and the board.
- c. Participates at the regional and provincial level to support government and or other educational groups to support teaching and learning.

4. Fiscal Responsibility

- a. Ensures the district operates in a fiscally responsible manner, including adherence to recognized accounting procedures for all areas pertaining to K-12 education.
- b. Directs and monitors the operation of support departments including the Learning Resource Center and Print Shop.
- c. Develops, implements and monitors Federal French funding.

5. Personnel Management

- a. Assigns and coordinates personnel, services, and resources throughout the district in relation to the mission of the organization and the goals and policies of the Board of Education and the Ministry of Education.
- b. Establishes procedures to supervise, monitor, and evaluate educational programs and personnel throughout the district pertaining to K-12 education.
- c. Provides direction to schools regarding K-12 registration, enrollment, staffing and programming to address student learning needs, collective agreements, policy and regulations.
- d. Provides supervision, evaluation and supports to individuals reporting to this position including curriculum support teachers and elementary teacher librarians.

6. Policy and Procedures

- a. Provides leadership in the planning, development, implementation and evaluation of board policies and administrative procedures pertaining to Early Learning, K-12 and Programs of Choice.

- b. Regularly reviews policies and administrative procedures that pertain to K-12 education to ensure they are current in regard to provincial requirements.

7. Director of Instruction/ Board Relations

- a. Establishes and maintains positive, professional working relationships with the board.
- b. Respects and honors the board's role and responsibilities, and facilitates the implementation of that role as defined in board policy.
- c. Provides information which the board requires to perform its role.

8. Planning & Reporting

- a. Assists the board in organizational planning and developing organizational goals and policies.
- b. Establishes managerial and operational procedures within the district that are consistent with board policy, contractual obligations, statutory and government regulation.
- c. Provides current information and analysis in advising the board in decision-making regarding personnel, resources, planning, and educational program development.

9. Communications & Community Relations

- a. Takes appropriate actions to ensure open, transparent, positive external and internal communications are developed and maintained.
- b. Liaises with employee groups, community agencies, other school districts, educational organizations, and the Ministry of Education when appropriate.
- c. Takes a lead role in helping insure appropriate roll-out of the grade 10-12 new curriculum and communicating with board of education, employee groups, community agencies.
- d. Liaises with community agencies in the development, implementation and monitoring of Early Learning programs.
- e. Provides timely support to school, parent or community questions, concerns or issues regarding elementary education.
- f. Acts as an advocate for public education.

10. Leadership Practices

- a. Practices leadership in a manner that is viewed positively and has the support of those with whom (s)he works most directly in carrying out the directives of the board and the minister.
- b. Assists and advises school administrators in school planning, operations, resource allocation, and decision-making in general.