

Administrative Procedures 2004 MR3

Administrative Positions Duties and Responsibilities

Director of Instruction: Student Services

The Director of Instruction, Student Services reports directly to the Assistant Superintendent and is accountable for the direction and operation of Student Services of the school district as well as the Alternate Programs.

Responsibilities of the Director of Instruction: Student Services include:

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.
 - c) Leads support services in the implementation of district-wide supports including areas such as critical response.

2. *Student Programs*
 - a. Develops, implements, monitors and maintains a continuum of district based services, school based services, programs and resources to support student learning.
 - b. Implements and monitors methods of identifying and assessing students and ensures the practice is consistent in all schools.

- c. Establishes, maintains and monitors a consistent designation process that meets district and provincial requirements.
- d. Develops, implements and monitor all specialized programs.
- e. Liaises with government and community, regional and provincial agencies to provide up-to-date and coordinated programming and support for students.
- f. Responds in a timely fashion to questions and concerns about student needs and services.

3. Educational Leadership

- a. Provides leadership in all matters relating to student services in the district.
- b. Ensures students in the district have the opportunity to meet the standards of education set by the Minister.
- c. Implements education policies established by the minister and the board.

4. Fiscal Responsibility

- a. Ensures the district operates in a fiscally responsible manner, including adherence to recognized accounting procedures for all areas pertaining to elementary education.
- b. Manages, supervises and monitors the fiscal and human resources required to deliver the full range of programs and services

5. Personnel Management

- a. Assigns, coordinates and supervises 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 students with special needs.
- c. Plans and coordinates professional development and training related to inclusive education for personnel.

6. Policy and Procedures

- a. Provides leadership in the planning, development, implementation and evaluation of board policies and administrative procedures.
- b. Regularly reviews policies and procedures to ensure they are current with regard to special needs students.
- c. Reviews all confidential programming and student files to ensure they meet legislative and regulatory 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. Facilitates the planning process including the development of district goals, budget, facilities and transportation plans and implements plans as approved.
- d. Provides current information and analysis in advising the board in decision-making regarding personnel, resources, planning, and educational program development.
- e. Monitors and reports regularly on results achieved, with particular emphasis on student learning.
- f. Participates in community-level planning with community partners, agencies and ministries in setting service priorities

9. Communications and 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. 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.