



# 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:	SEP 2, 2023
Legal Reference(s):	<i>The School Division Administration Regulations – Sections 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 the school division and moving the division toward the achievement of its goals.

### Scope

This AP states the general expectations and authority of the director of education.

### Roles & Responsibilities

#### Mandate of the Director of Education:

- The mandate of the director of education is to lead the school division. The director is the CEO of the Board of Education and is accountable to the Board for directing the operations of the school 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.

#### Core Services:

- perform duties outlined in *The Education Act, 1995* and *The School Division Administration Regulations, 2019*;
- perform duties required in Board policy;
- lead the Senior Leadership Team;
- ensure that the Board of Education remains informed regarding pertinent matters of the school division;
- ensure administrative procedures align with Board policy and are accessible to the public, and
- serve as a member of the Provincial Education Plan Implementation Team (PEPIT).

### Procedures

1. Board-Staff Relationship
  - a. Authority and responsibility to manage the operations of the school division is delegated by the Board to the director of education.
  - b. Authority and responsibility is delegated to staff by the director of education.
  - c. All accountability of staff is through the director of education.

### Related

1.04 – Director of Education