

OVERVIEW:

The Director of Education / Secretary of the Board is both the Chief Education Officer and the Chief Executive Officer of the Ottawa-Carleton District School Board (OCDSB). The Director reports directly to the Board of Trustees and is accountable to the Board of Trustees for the organization and operation of the district. All district school board authority delegated to staff is delegated through the Director of Education.

In describing the duties and responsibilities of the Director of the OCDSB, this document reflects the OCDSB's commitment to excellence and to the value of public education.

RESPONSIBILITIES:

The Director of Education of the OCDSB is responsible to:

1. PROVIDE EDUCATIONAL LEADERSHIP TO THE DISTRICT

- 1.1. Provide educational leadership to ensure a student-centered approach in OCDSB schools and central departments that supports student achievement and learning in accordance with legislation and the OCDSB's strategic plan.
- 1.2. Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behavior, well-being and supports for students.
- 1.3. Create a culture of respect and dignity by supporting the OCDSB's character attributes.
- 1.4. Practice leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Ministry of Education.
- 1.5. Act in accordance with all statutory requirements to implement provincial education standards and policies, and perform administrative functions required by governing legislation and Board policy.

2. MAINTAIN A STRATEGIC FOCUS AND MANAGE POLICY IMPLEMENTATION

- 2.1. Support the Board's vision and mission and participate in the development of the OCDSB's strategic plan.
- 2.2. Implement the Board's strategic plan and mobilize the OCDSB's resources to ensure timely action to realize the goals of the strategic plan.
- 2.3. Report OCDSB goals and outcomes achieved on an ongoing basis, summarized annually.

- 2.4. Ensure timely and effective implementation of Board policies, and develop and implement supporting procedures.
- 2.5. Perform the responsibilities of Secretary of the Board as outlined in the legislation.
- 2.6. Ensure the Board is made aware of, and understands the implications of new Ministry initiatives.

3. ENHANCE COMMUNICATIONS AND COMMUNITY RELATIONS

- 3.1 Ensure the development and implementation of a comprehensive communications plan aligned with, and supportive of, the strategic and annual operating plans.
- 3.2 Develop effective communication mechanisms to support the OCDSB and ensure that procedures and protocols are in place to enhance open and positive internal and external communications.
- 3.3 Be a visible ambassador, champion of, and spokesperson for the OCDSB, internally and externally, with reference to Board policy and provincial legislation.
- 3.4 Be an effective advisor and partner to the Board of Trustees; ensuring accurate, timely and effective reporting to the Board and communication of Board decisions.
- 3.5 Recognize and accommodate the diversity of languages spoken across the District.

4. MANAGE HUMAN RESOURCES AND PROFESSIONAL DEVELOPMENT

- 4.1. Responsibly exercise the administrative authority delegated by the Board as Chief Executive Officer, subject to provisions and restrictions in provincial legislation.
- 4.2. Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 4.3. Ensure effective systems are in place for the selection, supervision, and development and performance review of all staff.
- 4.4. Effectively organize and manage the senior administration, including all supervisory officers, exercise responsibility for the performance assessment and evaluation of that group of system leaders, and support on-going development of direct reports.

- 4.5. Participate collaboratively in the annual evaluation processes for the Board of Trustees and for the Director of Education/Secretary of the Board, as outlined in policy.

5. DEMONSTRATE FISCAL ACCOUNTABILITY

- 5.1. Ensure that the fiscal management of the OCDSB is in accordance with the Ministry's funding model, other applicable grant regulations, and in accordance with the provisions of the Education Act and regulations.
- 5.2. Oversee the development of an annual budget and expenditure of funds as per Board-approved budget. Manage emergency expenditures in accordance with best practice and in the best interests of the OCDSB.
- 5.3. Inform the Board about risks annually and about pending litigation as soon as possible or as circumstances warrant.
- 5.4. Provide requested information to the audit committee in a timely manner.

6. DEMONSTRATE A STRONG RELATIONSHIP WITH PROVINCIAL OFFICIALS, INCLUDING ADVOCACY FOR THE OCDSB'S NEEDS

- 6.1. Represent the Board's position on student needs and educational priorities to provincial government officials.
- 6.2. Utilize appropriate mechanisms to support the Board's advocacy efforts.
- 6.3. Develop and present recommended courses of action and alternatives with regard to provincial relations, directives and initiatives to the Board for its consideration.
- 6.4. Provide information to the Board on long-term impacts of issues, decisions and activities.



OTTAWA-CARLETON DISTRICT SCHOOL BOARD

PERFORMANCE ASSESSMENT GUIDE

FOR THE EVALUATION OF THE DIRECTOR OF EDUCATION / SECRETARY OF THE BOARD

FOR THE YEAR: SAMPLE

(Dated: _____)

Areas of Growth for (year)

On _____ the Board approved the following areas of growth for the Director of Education for the _____ year:

Educational Leadership

Strategic Focus & Policy Implementation

Communications & Community Relations

Human Resources & Professional Development

Fiscal Accountability

Advocacy

Responsibility #1:

Provide educational leadership to the District.

Role Expectations:

- Provide educational leadership to ensure a student-centered approach in OCDSB schools and central departments that supports student achievement and learning in accordance with legislation and the OCDSB's strategic plan.
- Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviour.
- Create a culture of respect and dignity by modeling the OCDSB's character attributes.
- Practice leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Board and the Ministry of Education.

Act in accordance with all statutory requirements to implement provincial education standards and policies, and perform administrative functions required by governing legislation and Board policy.

Director Reflection:

Evidence and Indicators of Accomplishments:

Responsibility #2:**Maintain a strategic focus and manage policy implementation.****Role Expectations:**

- Support the Board's vision and mission and participate in the development of the OCDSB's strategic plan.
- Implement the Board's strategic plan and mobilize the OCDSB's resources to ensure timely action to realize the goals of the strategic plan.
- Report OCDSB results and outcomes achieved on an ongoing basis, summarized annually.
- Ensure timely and effective implementation of Board policies, and develop and implement supporting procedures.
- Perform the responsibilities of Secretary of the Board as outlined in the legislation.

Director Reflection:**Evidence and Indicators of Accomplishments:****Responsibility #3:****Enhance communications and community relations.****Role Expectations:**

- Ensure the development and implementation of a comprehensive communications plan aligned with, and supportive of, the strategic and annual operating plans.
- Develop effective communication mechanisms to support the OCDSB and ensure that procedures and protocols are in place to enhance open and positive internal and external communications.
- Be a visible ambassador, champion of, and spokesperson for the OCDSB, internally and externally, with reference to Board policy and provincial legislation.
- Be an effective advisor and partner to the Board of Trustees; ensuring accurate, timely and effective reporting to the Board and communication of Board decisions.

Director Reflection:**Evidence and Indicators of Accomplishments:****Responsibility #4:****Manage human resources and professional development.****Role Expectations:**

- Responsibly exercise the administrative authority delegated by the Board as Chief Executive Officer, subject to provisions and restrictions in provincial legislation.
- Has overall authority and responsibility for all personnel-related issues, except those personnel matters precluded by board policy, legislation or collective agreements.
- Ensure effective systems are in place for the selection, supervision, and development and performance review of all staff.
- Effectively organize and manages the senior administration, including all supervisory officers, exercise responsibility for the performance assessment and evaluation of that group of system leaders, and support on-going development of direct reports.
- Participate collaboratively in the annual evaluation processes for the Board of Trustees and for the Director of Education/Secretary of the Board, as outlined in policy.

Director Reflection:

Evidence and Indicators of Accomplishments:

Responsibility #5:

Demonstrate fiscal accountability.

Role Expectations:

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| <ul style="list-style-type: none">○ Ensure the fiscal management of the OCDSB is in accordance with the Ministry's funding model, other applicable grant regulations, and in accordance with the provisions of the <i>Education Act</i> and regulations.○ Oversee the development of an annual budget and expenditure of funds as per Board-approved budget. Manage emergency expenditures in accordance with best practices and in the best interests of the OCDSB.○ Inform the Board about incurred liabilities annually and about pending litigation as soon as possible or as circumstances warrant.○ Provide requested information to the audit committee in a timely manner. |
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Director Reflection:

Evidence and Indicators of Accomplishments:

Responsibility #6:

Demonstrate a strong relationship with provincial officials, including advocacy for the OCDSBs needs.
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Role Expectations:

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| <ul style="list-style-type: none">○ Represent the Board's position on student needs and educational priorities to provincial government officials.○ Utilize appropriate mechanisms to support the Board's advocacy efforts.○ Develop and present recommended course of action and alternatives with regard to provincial relations, directives and initiatives to the Board for its consideration.○ Provide information to the Board on long-term impacts of issues, decisions and activities. |
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Director Reflection:

Evidence and Indicators of Accomplishments: