



### DELEGATION OF AUTHORITY

The Board shall appoint the Director of Education to manage the operations of the school division.

Accordingly the Board shall:

- Delegate to the director the authority and responsibility to manage the operations of the school division.
- Hold the director accountable for the division achieving the board's *Foundations and Directions* policy and complying with its expectations and responsibilities as outlined in policy.
- Instruct the director through decisions made by the board as a whole.
- Maintain the policy that only officially passed motions of the board are binding on the director.
- Maintain the policy that decisions or instructions of individual board members are not binding except in rare instances when the board has specifically authorized such exercise of authority.
- Maintain the policy that in the case of board members or committees requesting information or assistance without board authorization, the director can refuse such requests that, in his or her opinion, are disruptive or require a material amount of staff time or funds.

### EXPECTATIONS AND RESPONSIBILITIES

The Director of Education shall be both prudent and ethical in carrying out the practice, activity, decisions and circumstances of school division operations:

Accordingly

- The Director of Education shall ensure the treatment of students, parents, and staff and community members are in alignment with the board's *Guiding Principles* policy.
- The Director of Education shall offer programs which support the mission of the school division.
- The Director shall provide sound and reasonable fiscal management and align expenditures to priorities as established in the board's annual budget.
- The Director of Education shall protect school division assets and manage risk.
- The Director of Education shall inform the board of education regarding matters pertinent to the board.



## BP 116 – Delegation of Authority ~ Board Policies Manual

- The Director shall inform the Board of Education on matters regarding school closure or grade discontinuance by taking into consideration fiscal responsibility, adequacy of the learning environment, pedagogical soundness, and program viability.

The Director of Education shall be responsible for decisions as defined in the following governance matrix. Accordingly the director will work with the board and be responsible for the following tasks:

### Legend

**B = Board**

**D = Director**

**DR = Director (but reports action to the board)**

**BD = Shared task**

TASKS	RESPONSIBILITY			
	B	D	DR	BD
<b>Board Policy</b>	•			
<b>Agendas</b>				
Regular Meetings of the Board				•
Planning Meetings of the Board				•
Annual Meeting				•
Organizational Meeting		•		
Community Meetings				•
<b>Board Evaluation</b>				•
<b>School Attendance Areas</b>				•
<b>Transportation of Students</b>				
Policy	•			
Implementation		•		
<b>Age of Entry for Kindergarten/Grade One</b>				•
<b>Programs</b>				
Curriculum Implementation and Support		•		
Student Services		•		
Education Equity		•		
Partnerships in Education		•		
Approval of Courses of Instruction	•			
Location of Courses of Instruction			•	
<b>Academic Year</b>				
Recommendation		•		
Approval	•			
TASKS	RESPONSIBILITY			
	B	D	DR	BD
<b>Communications</b>				
Board Linkage				•



## BP 116 – Delegation of Authority ~ Board Policies Manual

Promotions/Public Relations				•
Administrative		•		
<b>Personnel-Employment Contracts</b>				
Director of Education	•			
Senior Administrative Staff		•		
School-Based Administration		•		
Division Staff		•		
<b>Personnel: Assignment</b>				
Senior Administration			•	
School-Based Administration			•	
Division Staff			•	
<b>Personnel: Evaluation</b>				
Director of Education				•
Senior Administrative Staff		•		
Division Staff		•		
<b>Personnel: Local Collective Agreements</b>				
Director of Education	•			
Out-of-Scope Employees		•		
Negotiation of Staff Agreements		•		
Approval of Staff Agreements	•			
Interpretation of Staff Agreements		•		
Human Rights, Wellness, and Labour, Health and Safety Regulations		•		
<b>Personnel: Professional Development</b>				
<b>Administrative Procedures</b>				
Recommendation		•		
Development		•		
Approval			•	
Application		•		
Revision			•	