



DIRECTOR OF EDUCATION

The role of the Director of Education as Chief Executive Officer of the Board of Education is to manage the operations of the school division. All Board authority delegated to staff is delegated through the Director. All accountability to and for staff, is through the Director of Education.

A major responsibility of the Board is the selection and appointment of the Director and the maintenance of a collegial relationship between the Director and the Board.

SPECIFIC AREAS OF RESPONSIBILITY:

1. *Appointment*

- a. The Board is to undertake a search for a Director of Education at an appropriate time prior to the position becoming vacant.
- b. The Board is to determine the extent and manner of the search as well as determining the membership of the Selection Committee of the Board.
- c. Prior to mandating the Selection Committee, the Board is to identify the personal qualities, professional competencies, expectations, and academic qualifications required of applicants, for the position of Director of Education.
- d. The Board is to be mindful of the requirements of The School Division Administration Regulations Sections 43 to 45 in establishing criteria and process.
- e. The Board must notify the minister in writing of its intention to search for a Director of Education.
- f. Unless the Minister of Education considers it appropriate to make an exception, the Board must advertise the position in at least the two daily newspapers having the largest circulation in Saskatchewan.
- g. The appointment of the Director of Education is by official resolution of the Board. The Board must then notify the Minister of Education of the full name, address and qualifications of the person appointed.

2. *Contract*

- a. The Board is to utilize a written contract of employment with the Director of Education.
- b. The contract is to include clauses specifying:
 - i. Salary, other allowances and benefits
 - ii. Vacation entitlement
 - iii. The procedure for review of the terms of the contract by either party
 - iv. Duration of Contract
 - v. Board-Director Relationship
 - vi. Authority
 - vii. The procedure for the termination of contract by either party
 - viii. Other mutually agreed terms and conditions.

3. *Assessment*

Assessment of the Director's performance is to occur annually.