

## ROLE OF DIRECTOR OF INSTRUCTION, CURRICULUM, ASSESSMENT AND REPORTING

### Background

Guided by the District's mission, vision, values and beliefs, our themes, goals and objectives, the Director of Instruction, Curriculum, Assessment and Reporting will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *School Act* and Board policy.

### Procedures

The Director of Instruction, Curriculum, Assessment and Reporting is directly responsible and accountable to the Superintendent.

The Director of Instruction, Curriculum, Assessment and Reporting will have specific responsibilities for:

#### 1. Student Learning

- 1.1 Within areas of responsibility, ensures students in the Division have the opportunity to meet the standards of education set by the Minister.
- 1.2 Supports and evaluates the effective implementation of grades 8-12 curriculum in the Division.
- 1.3 Supports assessment practices and accountability for achievement of approved learning outcomes in all schools offering grades 8-12 programming.
- 1.4 Fosters conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.5 Supports appropriate grades 8-12 programming for French education, alternate programs, outdoor education and in trades and transition.
- 1.6 Supports the achievement of learning outcomes in online schools.
- 1.7 Manages the submission of Locally Developed Course requests and monitors implementation of approved courses.

#### 2. Student Wellness

- 2.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

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### 3. Human Resources Management

- 3.1 Supervises, evaluates, and reviews the performance of “direct reports”.
- 3.2 Assists the Superintendent as required with the recruitment and selection of professional staff.
- 3.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.
- 3.4 Provides leadership in the identification, planning, implementation, and evaluation of District professional learning opportunities.

### 4. Fiscal Responsibility

- 4.1 Develops a departmental budget within the parameters and constraints of the District budget.
- 4.2 Ensures the proper fiscal management of budget allocations.
- 4.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
- 4.4 Operates in a fiscally prudent and responsible manner.

### 5. Policy/Administrative Procedures

- 5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
- 5.2 Ensures application of Board policies or administrative procedures as required in the performance of duties.

### 6. Organizational Management

- 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
- 6.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

### 7. Communications and Community Relations

- 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.



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- 7.2 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 7.3 Investigates and facilitates resolution of concerns and conflicts.
- 7.4 Coordinates District scholarship and bursary programs.

### 8. Superintendent Relations

- 8.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3 Provides the information the Superintendent requires to perform the role in an exemplary fashion.

### 9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works in carrying out the Superintendent's expectations.
- 9.2 Exhibits a high level of personal, professional, and organizational integrity.

Reference: Sections 22, 65, 85 *School Act*

Adopted: May 18, 2022

Reviewed: May 18, 2022

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