



Administrative Procedure 452.1

ROLE OF DIRECTOR OF INSTRUCTIONAL SERVICES

Background

Guided by the District's vision, principles, mission and values, and our goals, the Director of Instructional Services 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 Instructional Services is directly responsible and accountable to the Assistant Superintendent.

The Director of Instructional Services will have specific responsibilities for:

1. Student Learning

- 1.1 Within areas of responsibility, supports students in the District to have the opportunity to meet the standards of education set by the Minister.
- 1.2 Supports the effective implementation of initiatives related to education transformation.
- 1.3 Supports and evaluates the effective implementation of curriculum in the District.
- 1.4 Supports the effective implementation of evidence-based inclusive learning practices.
- 1.5 Supports assessment practices and accountability for achievement of approved learning outcomes in all schools.
- 1.6 Fosters conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
- 1.7 In consultation with principals and the Assistant Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards.
- 1.8 Supports school Learning Commons personnel in meeting the student learning outcomes.
- 1.9 Manages the submission of Board Authority Authorized Course requests and monitors implementation of approved courses.
- 1.10 Manages the submission of Locally Approved Resource requests.

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.
3. Human Resources Management
 - 3.1 Supervises, evaluates and reviews the performance of “direct reports”.
 - 3.2 Provides support 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 Assistant 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 Recommends development and/or revisions of Board policies or administrative procedures to the Assistant Superintendent.
 - 5.2 Ensures application of Board policies or administrative procedures as required in the performance of duties and interprets policies, procedures, philosophy and programs of the District to principals, staff, school councils and the community.
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 District 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.
 - 7.2 Promotes the vision of the province and the Strategic Plan of the District, reflecting the values and principles of education transformation.
 - 7.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
 - 7.4 Investigates and facilitates resolution of concerns and conflicts.
 - 7.5 Coordinates District scholarship and bursary programs.
8. Assistant Superintendent Relations

- 8.1 Establishes and maintains positive, professional working relations with the Assistant 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 Assistant Superintendent requires to perform his/her role in an exemplary fashion.
- 8.4 Performs tasks as may be assigned by the Assistant Superintendent.

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 Assistant Superintendent's expectations.
- 9.2 Provides liaison support to selected principals in the administration of their schools, including support for students and parents in resolving matters.
- 9.3 Exhibits a high level of personal, professional and organizational integrity.
- 9.4 Develops an ongoing professional growth plan, approved by the Superintendent to be reviewed twice per year.

Reference: Sections 22, 65, 85 School Act

Adopted: December 15, 2020