

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
DIRECTORS: ROLES & RESPONSIBILITIES	CDBD

I. POLICY

The Louis Riel School Board believes that its employees can most effectively contribute their skills, expertise and experience to benefit the Division’s students when clearly articulated descriptions of their roles and responsibilities guide their work and professional activity.

Accordingly, this policy defines the core roles and responsibilities of the Directors of the Louis Riel School Division.

II. GUIDELINES

A. Consistent with [Policy CCA – Divisional Organization Chart](#), the Superintendent of Schools:

- shall create, staff and maintain an effective administrative structure to implement the goals and objectives of the school division; and
- may put forward to the Board recommendations to establish senior administrative positions, such as that of Director.

B. The current operational organizational structure is posted on the divisional website:

[LRSD Organizational Chart: Supporting Student Learning](#).

C. When recommending that the Board establish a Director position, the Superintendent of Schools shall articulate:

- a general description of the Director’s duties;
- the specific portfolios and/or organizational units for which the Director would have responsibility;
- the required and preferred qualifications for the position; and
- associated changes to organizational chart.

Adopted:	March 3, 2020	Legal References:
Revised:		

III. PROCEDURES

Each Director shall:

A. Operations

1. report regularly to the Superintendent of Schools (or designate) on the activities of portfolios and organizational units for which the Director is responsible;
2. in cooperation with the Superintendent of Schools, initiate, direct, and coordinate the development and implementation of policies and procedures associated with their assigned portfolios;
3. in cooperation with the Superintendent of Schools, initiate, coordinate, and implement appropriate staff training;
4. keep abreast of general developments in the field(s) related to their assigned portfolios and ensure the dissemination of pertinent information to appropriate staff;
5. provide guidance and leadership on matters related to their assigned portfolios;
6. attend meetings of the Board or committees of the Board as directed by the Superintendent of Schools;
7. compile reports and records requested by Manitoba Education, the School Board, and/or the Superintendent of Schools;
8. perform all duties in accordance with provincial statutes and regulations, and Board by-laws and policies;
9. assist and support Principals and Vice-Principals with school-based problem-solving and day-to-day operational issues;
10. perform other duties as assigned by the Superintendent of Schools;

B. Finance

1. supported by the secretary-treasurer's team, advise and assist the Superintendent of Schools (or designate) and the Secretary-Treasurer in the development of the annual operating and capital budget for the organizational units for which the Director has responsibility;
2. administer funds allotted under the approved budget for the organizational units for which the Director has responsibility;

C. Organization

1. recommend to the Superintendent of Schools (or designate) changes in the structure and functions of organizational units for which the Director has responsibility;
2. prepare and amend as necessary, for the approval of the Superintendent of Schools (or designate), the position descriptions of personnel who report directly to the Director;

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D. Personnel

1. recommend to the Superintendent of Schools (or designate) the selection, promotion, tenure and termination of all personnel who report directly to the Director;
2. supervise, coach and evaluate all personnel reporting directly to the Director;
3. conduct regular performance assessments of all personnel reporting directly to the Director;

E. Relationships

1. be responsible directly to the Superintendent of Schools or the appointed designate, according to established reporting channels;
2. supervise and direct the activities of personnel that report directly to the Director;
3. maintain relationships and consult with such personnel within the school division as are necessary to facilitate the accomplishment of the functions of their position;
4. conduct such relationships with representatives of the Manitoba Education, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba School Board Association, Manitoba Association of School Superintendents and other organizations as are necessary to facilitate the accomplishment of the functions of their position;
5. represent the school division on interdivision committees, as directed by the Superintendent of Schools (or designate);
6. maintain membership in appropriate professional associations and participate in the activities and work of such associations so as to further personal professional development and thereby benefit the Division; and
7. work in collaboration with the Senior Leadership Team to provide a continuum of service and planning in all schools and across all grades and programs.

The Louis Riel School Division acknowledges the River East Transcona School Division as a source for the development of this policy.

Adopted:	March 3, 2020	Legal References:
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