



KENORA CATHOLIC DISTRICT SCHOOL BOARD

Policy 2: Board Job Description

The Education Act provides for the establishment of four types of District school boards: English Catholic, English Public, French Catholic, and French Public. Under the Education Act, locally elected school boards are responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

The Kenora Catholic District School Board's major areas of responsibility are:

1. Accountability for Student Achievement and Student Realization of Catholic Graduate Expectations

- 1.1 Promote a Catholic learning environment that supports student success and student realization of the Ontario Catholic School Graduate Expectations.
- 1.2 Ensure that an effective Catholic educational program, including sacramental and faith activities and Religious Education programs is available for all students.
- 1.3 Make decisions that reflect the school board's belief statements, mission and vision that all students can learn.
- 1.4 Promote clear, consistent expectations that focus enhancing the achievement and the overall well-being of students.
- 1.5 Promote a culture of equity to ensure an appropriate educational program is available for all students.
- 1.6 Approve measures that promote student well being.

2. Accountability to the Provincial Government

- 2.1 Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies.
- 2.2 Perform the Kenora Catholic District School Board responsibilities in a manner that assists the board in fulfilling its duties as required by provincial legislation and board policy.

- 2.3 Provide advice to the Ministry of Education and the provincial trustee association (OCSTA - Ontario Catholic School Trustees Association) regarding local and regional implications of new and existing policy recommendations.

3. Accountability to the Community

- 3.1 Make decisions that reflect the school board's belief statements, mission, vision, and strategic plan that represent the interests of the entire system.
- 3.2 Maintain and strengthen the partnership with our parents, the church and the Catholic community.
- 3.3 Establish processes that provide the community with opportunities for input appropriate to their role.
- 3.4 Provide reports outlining board results in accordance with provincial policy.
- 3.5 Develop board procedures to hear appeals in accordance with appropriate statutes and board policies.
- 3.6 Consult and engage with parents, students and supporters of the board on the board's multi-year plan.
- 3.7 Provide two way communications between the Board and School Councils/Parent Involvement Committee.
- 3.8 Model a culture that reflects the trustees' Code of Ethics and their "ministry of service" as Catholic trustees.

4. System Leadership and Planning

- 4.1 Provide overall direction for the Board by establishing the mission, vision and values.
- 4.2 Develop and approve the multi-year plan aimed at achieving the board's goals.
- 4.3 Annually set priorities with outcomes (Strategic Plan).
- 4.4 Annually approve the Board Plan in public session for district distribution.
- 4.5 Annually approve the Board Plan to drive the budget process.
- 4.6 Annually review the multi-year plan with the board's Director of Education.

- 4.7 Annually evaluate the effectiveness of the board in relation to the board plan.
- 4.8 Monitor progress toward the improvement of student achievement.
- 4.9 Communicate regularly with supporters and employees of the board about progress made in implementation.

5. Policy Development, Implementation and Review

- 5.1 Develop policies that outline how the system will successfully function and that promote the board's goals and encourage pupils to pursue their educational goals in accordance with its belief statements, mission and vision.
- 5.2 Ensure that all new policies have in place a purpose statement that is aligned with its mission and vision prior to development.
- 5.3 Approve policy statements that meet the criteria identified by the board.
- 5.4 Review board policies to ensure that they reflect the desired impact and/or purpose.
- 5.5 Hold the Director of Education accountable for the implementation and review of board policies and procedures.

6. Director/ Board Relations

- 6.1 Select the Director of Education who supports working with the board, the staff and community in the realization of the board's mission and vision.
- 6.2 Provide the Director with a clear job description, corporate direction and support.
- 6.3 Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations.
- 6.4 Entrust the day to day management of the board to its staff through the board's director of education.
- 6.5 Monitor and evaluate the performance of the director in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under the multi-year plan and any other duties assigned by the board.
- 6.6 Evaluate the Director in the first year of service and annually or biannually thereafter. Use the Director's job description and district's multi year plan as the basis for the evaluation.

- 6.7 Promote the professional growth of the director in continuing to provide quality board leadership.
- 6.8 Ensure ongoing capacity building and succession planning for key positions.
- 6.9 At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the board in closed session.
- 6.10 Annually or biannually review the compensation of the Director.
- 6.11 Promote a positive working relationship with the Director of Education.

7. Fiscal Responsibility

- 7.1 Develop a budget review process to help determine annual resource allocations. (Use the Multi Year Plan and other provincial and local directions.)
- 7.2 Annually approve the budget in public session to ensure that the financial resources are allocated to achieve the desired results.
- 7.3 Approve as per legislation all capital plans and other planning documents that will drive budget decisions.
- 7.4 Have in place an Audit Committee (committee of the whole) to ensure that the board is compliant with the provincial audit regulations and that the board has in place appropriate accountability processes.
- 7.5 Ratify Memoranda of Agreements with all bargaining units and non-union groups.

8. Board Development

- 8.1 Formally evaluate the board's effectiveness and performance on a regular basis.
- 8.2 Develop an annual action plan for both collective and individual trustee development by increasing knowledge of: trustee role; processes, issues; and board mission, vision and values.
- 8.3 Use the expertise of the Director of Education, and provincial organizations (Ontario Catholic School Trustees Association, Institute for Catholic Education, Council of Directors of Education, Ontario Catholic Supervisory Officers Association, Northern Ontario Education Leaders) to help develop and support the Board of Trustees' professional development plan.
- 8.4 Seek opportunities to network with other school boards.

- 8.5 Use the expertise of the Bishop, the Ontario Conference of Catholic Bishops, and the Thunder Bay Diocese regarding Catholic educational issues.

9. Multi Year Plan

- 9.1 Provide overall direction for the Kenora Catholic District School Board by establishing the mission, vision and values.
- 9.2 Annually set priorities with outcomes (Multi Year Plan) that proceed from the system vision.
- 9.3 Annually approve the Multi Year Plan in public session for board distribution.
- 9.4 Annually use the Multi Year Plan to drive the budget process.
- 9.5 Annually evaluate the effectiveness of the Kenora Catholic District School Board in relation to the Multi Year Plan.
- 9.6 Monitor progress toward the improvement of student achievement, closing the achievement gap and overall student well-being.

10. Political Advocacy and Communication

- 10.1 Develop and maintain positive and effective relationships with the Minister of Education, members of provincial parliament and counterparts in municipal government.
- 10.2 Annually approve a plan for board advocacy that aligns with the board's multi-year strategic plan. Consider in the plan the focus, key messages and advocacy mechanisms.
- 10.3 Annually develop a plan to ensure that aligns with the multi-year strategic plan to ensure that the board is communicating with the community and beyond.

11. Recognition

- 11.1 Develop mechanisms to ensure that the school board recognizes students and student achievement.
- 11.2 Develop mechanisms to ensure that the school board recognizes staff and staff achievements.
- 11.3 Develop mechanisms to ensure that the school board recognizes community members and volunteers.

The board also has the following responsibilities:

1. Approval of school year calendars
2. Naming of educational facilities
3. Approval of tender selection for major building construction and modernization
4. Approval of disposition of land and buildings
5. Approval of education development charges
6. Approval for the issuance of debentures
7. Designation of the contact person or "head" for Freedom of Information and Protection of Privacy

Legal Reference:

Education Act S. 170, S. 171

Bill 177 - Student Achievement and School Board Governance Act, 2009

Other Reference:

Professional Development Program for School Board Trustees: Core Module 3

Approval Date: June 2006

Date of Latest Review: February 2010, February 1, 2011, November 1, 2011

Date of Latest Revision: February 2010, February 1, 2011