

ROLE OF DIRECTOR – GLOBAL EDUCATION

Background

Guided by School District No.73 Business Company's Strategic Plan the Director – School District No.73 Business Company (Global Education) will assist the Vice-President in fulfilling the general and specific aspects of the role description for the President of Global Education.

Procedures

The Director of SD73 Business Company (Global Education), is directly responsible and accountable to the Assistant Superintendent/Vice-President.

The Director will have specific responsibilities in the areas of student learning, international education leadership, human resources management, fiscal responsibility, policy/administrative procedures, organizational management, informational management, communications and client relations, President relations and leadership practices, as follows:

1. Student Learning
 - 1.1. Supports implementation of the Strategic Plan;
 - 1.2. Ensures that students have the opportunity to meet the standards of education set by the Ministry of Education and Child Care and Global Education policy and procedures;
 - 1.3. Ensures the effective design, implementation and delivery of courses and curriculum;
 - 1.4. Ensures teaching and assessment approaches are research-informed designed to maximize opportunities for student success;
 - 1.5. Ensures that Indigenous ways of being, knowing and learning are included in all programming within areas of responsibility;
 - 1.6. Ensures regular and ongoing academic progress reporting and support is provided to students, home schools as prescribed by policy and administrative procedures.;
 - 1.7. Ensures the service delivery model is responsive to students' unique needs, and is provided in a safe and caring environment that fosters and maintains respectful and responsible behaviors.

2. International Education Leadership

- 2.1. Oversees the implementation of Global Education's online programming for non-resident learners;
- 2.2. Supervises and evaluates the teaching staff and programs;
- 2.3. Maintains database of contracts with international agents and school and maintains positive relationships with Offshore Schools, partner schools and agents for the purpose of supporting the international students;
- 2.4. Researches potential markets and legal requirements in foreign countries and implements marketing materials for online learning programs.

3. Human Resources Management:

- 3.1. Supervises, evaluates and reviews the performance of staff;
- 3.2. Ensures Global Education employs authorized persons to teach online learning courses and that teachers plan, evaluate and provide progress reports to Global Education, students and schools;
- 3.3. Ensures regular professional development and online learning training opportunities are provided for Global Education teachers;
- 3.4. Maintains the quality assurance of teaching practices and online learning courses.;
- 3.5. Assists, as required, with the recruitment and selection of professional staff;

4. Fiscal Responsibility:

- 4.1. Supports the development of a department budget;
- 4.2. Ensures the proper fiscal management of designed budget allocations;
- 4.3. Operates in a fiscally prudent and responsible manner;
- 4.4. Prepares and manages budgets and expenditures in consultation with the Secretary/Treasurer, Director of Finance and Vice-President;
- 4.5. Ensures that client financial transactions are conducted in a secure and confidential manner;
- 4.6. Makes recommendations to the Vice-President, President, and Board of Directors regarding possible actions to increase the effective and efficient operations of Global Education;

5. Policy/Administrative Procedures:

- 5.1. Provides leadership in the planning, development, implementation and evaluation of policies and administrative procedures within the areas of responsibility;
- 5.2. Ensures the application of policies and 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 of Directors mandates and timelines and in adherence to Vice-President/President directives;
- 6.2. Responsible for adhering to Ministry of Education of Child Care policies;
- 6.3. Preparation and provision all data, information and documents as required by the Ministry as part of an annual inspection;
- 6.4. Negotiates and prepares agreements in accordance with Ministry policies;
- 6.5. Communicates and consults with the Ministry as required;
- 6.6. Contributes, in a team-oriented, collaborative and cohesive manner, to Global Education culture that facilitates positive results, effectively handles concerns and deals with challenging situations.

7. Informational Management

- 7.1. Leads and supports the schools in reporting to the Ministry;
- 7.2. Leads the implementation and functionalities of the student information system;
- 7.3. Leads and supports student information systems and learning management systems training to staff;
- 7.4. Responsible for overseeing data collection, reporting and analysis;

8. Communication and Client Relations

- 8.1. Takes appropriate actions to ensure that open and transparent internal and external communications are developed and maintained in areas of responsibility;
- 8.2. Promotes the vision of the province and the strategic plan, reflecting the values and principles of education transformation;
- 8.3. Ensures that students, schools, clients and staff have an acceptable level of satisfaction with the services provided within the Director - Global Education areas of responsibility;

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- 8.4. Acts as a recruiter, travels and maintains a marketing assignment and regularly visits key markets to maintain and expand relationships;
 - 8.5. Investigates, and provides support in the resolution of concerns and conflicts;
 - 8.6. Communicates regularly with BC Offshore schools and international partners.
9. President Relations:
- 9.1. Establishes and maintains positive, professional working relations with the Vice-President and President;
 - 9.2. Honours and facilitates the implementation of the Board of Directors roles and responsibilities and encourages staff members to do the same;
 - 9.3. Provides information which the Vice-President and President requires to perform their roles in an exemplary manner;
 - 9.4. Performs tasks as may be assigned by the Vice-President and/or President.
10. Leadership Practices:
- 10.1. Practices leadership in a manner that is viewed positively and has the support of those with whom the Director works, in fulfilling the President's expectations;
 - 10.2. Exhibits a high level of personal, professional and organizational integrity;
 - 10.3. Provides leadership in course completion, student data information and analytics;
 - 10.4. Provides leadership in fostering conditions that promote the improvement and success for all students within areas of responsibility;
 - 10.5. Prepares and delivers presentations to the Board of Directors, Ministry and international partners.

Legal references:

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School Act, RSBC 1996

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School District #73 (Kamloops/Thompson) Administrative Procedure 302

B.C. Graduation Program Handbook of Procedures

Graduation Program Order

Adopted: September 2017

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