

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-03**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

THE ROLE OF THE SUPERVISORY OFFICER

1. PURPOSE

This governance policy has been developed to set out the responsibilities of the supervisory officer of James Bay Lowlands Secondary School Board under the *Education Act* and Regulations. This policy describes the major areas of responsibility of the supervisory officer as the chief education officer and the chief executive officer of the Board. The supervisory officer is responsible to the elected school Board, and is also accountable to the Ministry of Education to ensure compliance with provincial legislation and curriculum.

Taken together with Board Policy GOV-02, The Role of the Corporate Board, this policy provides clarity about the alignment between the role of the Board as a governing policy-making body and the role of the supervisory officer who is charged with carrying out executive and administrative duties.

2. GUIDING PRINCIPLES

2.1. “The *Education Act* distinguishes between a Board’s responsibility for policy development and the responsibility of the director [supervisory officer] for operationalizing that policy.”
[*Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities*. Ontario Education Services Corporation. 2014, p. 8.]

2.2. The supervisory officer will delegate authority and responsibility to staff members for specific organizational duties, but retains ultimate responsibility for their work. References to the supervisory officer in this policy include references to such a designated individual.

3. POLICY: AREAS OF RESPONSIBILITY

STUDENT ACHIEVEMENT AND WELL-BEING

- Makes decisions that reflect the Board’s values statement that all students can learn and experience success.
- Takes the necessary steps to provide a safe and caring learning environment.
- Promotes a culture of equity.

- Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- Ensures that curriculum is implemented according to Ministry of Education curriculum policy.
- Develops and delivers other programs that reflect provincial and local priorities.
- Maintains the conditions that foster respectful and responsible student behaviour.
- Provides for the safety and well-being of students while participating in school programs or being transported to or from school programs on transportation provided by the Board.
- Takes the necessary steps to provide appropriate facilities to accommodate students.
- Recognizes and celebrates the achievements of students.

ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

- Acts in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards.
- Holds the system accountable for meeting provincial and Board standards.
- In accordance with the supervisory officer's responsibility to the Ministry of Education through the Deputy Minister, provides reports as required to the Ministry.

ORGANIZATIONAL MANAGEMENT

- Demonstrates effective organizational skills that result in district compliance with legal, Ministerial, and Board mandates and timelines.
- Reports to the Board and Minister of Education with respect to matters identified in and required by the *Education Act* and Regulations.
- Takes responsibility for all facets of school board operations.
- Brings to the attention of the Board any act or omission by the Board that in the opinion of the supervisory officer may result in or has resulted in a contravention of the *Education Act* or any policy, guideline, or regulation made under the *Act*.
- Advises the Deputy Minister of Education of the act or omission if the Board does not respond in a satisfactory manner to an act of omission brought to its attention.

EDUCATIONAL LEADERSHIP AND PLANNING

- Provides advice, leadership, and direction to the Board on all educational matters.
- Develops and maintains positive and effective relations with staff members.
- Provides leadership for the development and review of the Board's multi-year plan.
- Ensures that the multi-year plan establishes Board priorities and identifies specific actions that will be taken to achieve those priorities, specifically with regard to the Board's responsibility for student achievement.
- Reports on results achieved in relation to the Board's multi-year plan.

PERSONNEL MANAGEMENT

- Has overall authority and responsibility for all personnel-related issues, except those personnel matters precluded by Board policy, legislation, or collective agreements.
- Ensures effective processes are in place for the selection, supervision, development, and performance review of all staff.
- Ensures effective processes are in place for ongoing staff development and capacity-building throughout the organization.
- Ensures compliance with human rights and labour relations legislation, including safety legislation.

FISCAL RESPONSIBILITY

- Ensures that the fiscal management of the district is in accordance with the Ministry's Student Focused Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act* and Regulations.
- Ensures that the fiscal management of the district is in alignment with the Board's multi-year plan.

SUPERVISORY OFFICER/BOARD RELATIONS

- Establishes and maintains positive working relations with the Board of Trustees.
- Provides leadership in the planning, development, implementation, and evaluation of Board policies.
- Supports the corporate Board in performing its role.
- Communicates effectively with the governing Board and individual Board members.

ACCOUNTABILITY TO THE COMMUNITY

- Promotes open, transparent, and positive internal and external communications.
- Establishes effective communication strategies to keep all stakeholders informed of local issues, key monitoring reports, and Board decisions.
- Consults and engages with the staff, parents, students, and supporters of the Board on the Board's multi-year plan.
- Ensures that the School Council has the opportunity to provide appropriate advice and support as required in the Regulations and/or Board policy.
- Establishes recognition programs and strategies to ensure that the internal and external audiences are aware of student, staff, volunteer, and district successes.

REFERENCE DOCUMENTS***Legal References:***

Education Act: Section 169.1 Duties and Powers of Boards: student achievement, stewardship of resources, the multi-year plan

Education Act: Section 170 Duties of Boards

Education Act: Section 171 Powers of Boards

Education Act, Paragraph 218.1 (f): Day to Day Management: Chief Executive Officer

Education Act: Subsection 283 (2) Chief Executive Officer: Develop and maintain an effective organization

Education Act: Section 283.1 Duties with regard to multi-year plan, informing Board of the Board's contravention of the Act

Education Act: Section 284: Supervisory Officers: School Authorities

Board References:

Board Governance Policies

Board Governance Bylaws

Administrative Procedures

Resource:

Ontario Education Services Corporation. (2014) *Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities*.