

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

**AP 301 SENIOR ADMINISTRATIVE PERSONNEL**

**AP 301.1 Senior Management and District Organization**

**AP 301.1.4 DIRECTOR OF INSTRUCTION**

**1. Immediate Supervisor:**  
Superintendent of Schools

**2. Core Responsibilities:**

The Director of Instruction provides support to the Superintendent of Schools in carrying out the Board of Education objectives, administering its policies and providing leadership in educational administration and instructional practice in the district, to improve student achievement. The Director of Instruction assumes responsibilities and duties of the Superintendent of Schools at his/her request.

**3. Details of Responsibilities**

- 3.01 Participates as a member of the District Management Committee and District Office (Education committee).
- 3.02 Under the direction of the Superintendent of Schools, provides leadership and support to ensure the successful operation of schools and instructional programs in the district.
- 3.03 Provides for the successful implementation of specified curriculum initiatives.
- 3.04 Provides supervision and evaluation for all staff assigned who report directly to him/her.
- 3.05 Provides regular reports to the Superintendent of Schools about school district matters, as required.
- 3.06 Attends regular Board meetings and other meetings of the Board as directed by the Superintendent of Schools.
- 3.07 Completes reports as directed by the Superintendent of Schools.
- 3.08 Conducts meetings with Principals and other district staff to ensure good communication and involvement of personnel in the implementation, coordination and management of programs at the secondary level.
- 3.09 Gives continuing attention to the promotion of good relations with staff, students, parents and the public at large. Acts as the Board's representative with these groups as required.
- 3.10 Acts as an educational resource to the Superintendent of Schools and the Human Resources Department in staffing decisions.
- 3.11 Promotes at all times a high standard of professional leadership within the district.
- 3.12 Maintains contact with professional associations and promotes both educational and management training of district office education staff.
- 3.13 Establishes personal/professional goals and objectives to be reviewed annually with the Superintendent of Schools.

**AP 301.1.4     Director of Instruction  
(cont'd.)**

- 3.14 Works with staff developing successful change initiatives.
- 3.15 Develops a knowledgeable group of administrators focused on instructional leadership.
- 3.16 Develops collaborative professional learning communities.
- 3.17 Works with the Superintendent to develop effective schools program.
- 3.18 Acts on behalf of the Superintendent of Schools in his/her absence, as required by the Superintendent of Schools.
- 3.19 Other duties as assigned by the Superintendent of Schools or designate.

**4.     Specific Tasks include:**

- 4.01 Provide leadership and support at the school and district level on suspensions, restorative practices, and Code of Conduct
- 4.02 Address parent and student concerns and complaints
- 4.03 Oversee the Distributive Learning program
- 4.04 Oversee the Alternative school and programs
- 4.05 Special projects e.g. Ministry of Children and Family Social Development – Community Link Funds
- 4.06 Supervise BC Enterprise Student Information System (BCeSIS) and Student Achievement Data Exchange (SADE) implementation and use of in district
- 4.07 District Coordinator: Social Responsibility
- 4.08 Member of Library Task Force
- 4.09 Board Authority Authorized Courses Approval Process