Greater Essex County District School Board

Policy: Interim/Acting Director of Education

Reference No: P-AD-27

The Greater Essex County District School Board has the responsibility to provide educational programs and services of the highest quality to meet the needs of all pupils. The Board recognizes the critical value of strong leadership to the provision of programs and services and in ensuring that our school system is at all times providing a safe and supportive environment for students and staff.

In order to meet legal requirements, and in order to ensure clarity and continuity of leadership and decision-making at the most senior level of the organization, the Board shall have a clear identification of its Director of Education/Secretary of the Board at all times.

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Regulation: Interim/Acting Director of Education

Reference No: R-AD-27

Definitions:

a) **Acting Director** means a Supervisory Officer who is identified to fulfill the role and responsibilities of the Director of Education for the Board until either the Director is able to resume those duties or an Interim Director of Education is appointed.

b) **Interim Director** means a Supervisory Officer who is identified by the Board to fulfill the role and responsibilities of the Director of Education for the Board for an interim period of time until a new Director of Education is appointed.

To ensure clarity and continuity of leadership responsibility, as well as decision-making authority, the Board shall assign the responsibilities associated with the role of the Director of Education/Secretary of the Board to a person other than the Director of Education/Secretary of the Board in accordance with the following circumstances and procedures.

1. In advance of each school year, the Director of Education/Secretary of the Board shall prepare a report identifying a Superintendent as the “Acting Director” for each month of the year.

2. For any day-to-day absence of the Director of Education/Secretary of the Board, the “Acting Director” in charge shall be the designated Superintendent for the month unless otherwise determined in advance by the Director of Education/Secretary of the Board.

3. A Leadership Advisory Committee will be established and shall consist of the Chairperson of the Board, Vice-Chairperson of the Board, Chairperson of Learning, Equity and Well-Being, the Chairperson of Finance and Facility Services Committee and the Chairperson of the Policy and Bylaw Committee. In the event of a sudden inability of the Director of Education/Secretary of the Board to fulfill their role for an extended period, the Leadership Advisory Committee shall become active. The role of the Leadership Advisory Committee is to direct the succession process in accordance with this Regulation, and, at the call of the Chair or Acting Director, to provide advice with respect to any leadership issues.

4. In the event of an inability of the Director of Education/Secretary of the Board to perform their duties for an extended period of time, if known in advance:

4.1. The Director of Education/Secretary of the Board, Chair and Vice-Chair of the Board shall meet to discuss the circumstances and timelines, and shall make a recommendation and seek direction from the Board to either:

4.1.1. Identify and recommend to the Board the appointment of an existing supervisory officer of the Board to the position of Acting Director of Education/Secretary of the Board; or

4.1.2. Invite expressions of interest from current supervisory officers from the Board and initiate a selection process for the Board to identify the Acting Director of Education/Secretary of the Board.

5. In the event of an inability of the Director of Education/Secretary of the Board to perform their duties for an extended period of time, not known in advance:

5.1. The monthly "Acting Director" shall temporarily assume the position until an Acting Director of Education/Secretary of the Board is appointed.

5.2. The Leadership Advisory Committee of the Board, as identified in this Regulation, shall meet to make a recommendation and seek direction from the Board to either:

5.2.1. Identify and recommend to the Board the appointment of an existing supervisory office of the Board to the position of Acting Director of Education/Secretary of the Board to act until the Director of Education/Secretary of the Board is able to resume their duties; or

5.2.2. Invite expressions of interest from current supervisory officers of the Board and initiate a selection process for the Board to identify the Acting Director of Education/Secretary of the Board to act until the Director of Education/Secretary is able to resume their duties.

6. In the event that the Director of Education/Secretary of the Board is suddenly unable to fulfill their duties on a permanent basis:

6.1. The monthly "Acting Director" shall temporarily assume the position until an interim Director is appointed.

6.2. The Leadership Advisory Committee of the Board, as identified in this Regulation, shall meet to make a recommendation and seek direction from the Board to either;

6.2.1. Identify and recommend to the Board the appointment of an existing supervisory officer of the Board to the position of Interim Director of Education/Secretary of the Board is appointed; or

6.2.2. Invite expressions of interest from current supervisory officers of the Board and initiate a selection process from the Board to identify the Interim Director of Education/Secretary of the Board to act until a new Director of Education/Secretary of the Board is appointed.

6.3. The Board shall forthwith initiate its search and/or process to identify and appoint a new Director of Education/Secretary of the Board. As per Policy and Regulation: Recruiting and Hiring of the Director of Education (P-GV-04, R-GV-04).