



CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

As of May 2026, the Director of Education is now the Chief Executive Officer (CEO) of the Limestone District School Board. The CEO reports directly to the Corporate Board. The CEO is accountable to the Board of Trustees and, through Statute, to the Minister of Education for the organization and operation of the district. All Board authority delegated to staff is delegated through the CEO. If qualified, the CEO may also assume the role of Chief Education Officer, or this role may be appointed by the CEO.

Areas of Responsibility

1.0.0 STUDENT/STAFF WELFARE

1.1.0 Takes the necessary steps to provide a safe and caring environment that fosters well being, and maintains respectful and responsible behaviour for each student.

1.2.0 Takes the necessary steps to provide for the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by Limestone District School Board.

1.3.0 Takes the necessary steps to provide facilities to accommodate Limestone District School Board students.

1.4.0 Acts as, or designates, the local attendance counsellor for the district.

2.0.0 EDUCATIONAL AND SYSTEM LEADERSHIP

2.1.0 Provides leadership in all matters relating to education in the district or supports the Chief Education Officer to fulfill this role as well as 2.2.0 and 2.3.0.

2.2.0 Ensures that effective and appropriate educational programs are delivered to all students in the district.

2.3.0 Establishes and maintains clear, consistent expectations that encourage pupils to pursue educational goals.

- 2.4.0 Considers directly, or supports the Chief Education Officer, in the implementation of various measures to assess the academic achievement of pupils, including but not limited to tests administered by the Education Quality Accountability Office, average grades on student achievement reports, and the average number of secondary school credits accumulated.
- 2.5.0 Ensures that students in the district have the opportunity to meet the standards of education mandated by the Ministry of Education.
- 2.6.0 Develops and maintains positive and effective relations with staff at the provincial and local government levels.
- 2.7.0 Develops and maintains positive and effective relations with schools and board departments.
- 2.8.0 Provides leadership to promote clear, consistent, expectations that focus on successful outcomes for students.
- 2.9.0 Demonstrates positive and proactive leadership that has the support of the staff with whom the Chief Executive Officer works most closely.
- 2.10.0 Makes succession plans to ensure strong future leadership for Limestone District School Board.
- 3.0.0 **FISCAL RESPONSIBILITY**
- 3.1.0 Ensures that the fiscal management of the district is in accordance with the Ministry's Funding Model, other applicable grant regulations, and in accordance with the provisions of the *Education Act*, Regulations, and Board Policy.
- 3.2.0 Ensures that the fiscal management of the district is in alignment with priorities and goals in the board's multi-year strategic plan.
- 3.3.0 Uses appropriate evidence for accounting to stakeholders.
- 4.0.0 **ORGANIZATIONAL MANAGEMENT**
- 4.1.0 Demonstrates effective organizational skills that result in district compliance with all legal, Ministerial and Board mandates and timelines.
- 4.2.0 Reports to the Minister with respect to matters identified in and required by the Education Act and Regulations.

5.0.0 STRATEGIC PLANNING

- 5.1.0 Provides leadership for the development and review of a multi-year strategic plan, in accordance with Ministry regulation and Board Policy, as amended.
- 5.2.0 Ensures appropriate involvement of the board (approval of process and timelines, establishment of board priorities and outcomes, key results and final board approval).
- 5.3.0 Reports regularly on implementation results achieved in relation to the board's multi-year strategic plan and the district improvement plans.

6.0.0 PERSONNEL MANAGEMENT

- 6.1.0 Has overall authority and responsibility for all personnel-related issues, save and except those personnel matters precluded by board policy, legislation or collective agreements.
- 6.2.0 Ensures effective systems are in place for the selection, supervision, development and performance review of all staff.

7.0.0 RISK MANAGEMENT

- 7.1.0 Ensures effective systems are in place to eliminate, reduce, and/or mitigate risks for the organization.

8.0.0 CAPITAL INFRASTRUCTURE MANAGEMENT AND PLANNING

- 8.1.0 Ensures capital project and infrastructure are effectively managed from the planning process through to completion.

9.0.0 COLLECTIVE BARGAINING AND LABOUR RELATIONS

- 9.1.0 Effectively manages labour relations within the provincial collective bargaining structure.

10.0.0 GOVERNANCE, CONFLICT RESOLUTION, AND NEGOTIATION

- 10.1.0 Understands the governance framework for Board governance based on existing legislation and regulation.
- 10.2.0 Demonstrates political acuity to effectively resolve conflicts, build consensus, and negotiate between different individuals and/or groups.

11.0.0 FIDUCIARY, LEGAL, AND REGULATORY COMPLIANCE

11.1.0 Understands, implements, and upholds fiduciary, legal, and regulatory requirements.

12.0.0 POLICY/PROCEDURES

12.1.0 Facilitates the planning, development, implementation, review and evaluation of board policies.

12.2.0 Provides leadership in the planning, development, implementation, review and evaluation of administrative procedures.

13.0.0 Chief Executive Officer/BOARD RELATIONS

13.1.0 Establishes and maintains positive working relations with Limestone District School Board.

13.2.0 Supports Limestone District School Board in performing its role and facilitates the implementation of its role as outlined in board policy.

13.3.0 Communicates effectively with the board and individual trustees.

13.4.0 Reports violations by Board of Act, regulations, policies or guidelines to Board and if not addressed satisfactorily, report such violations to the Deputy Minister of Education.

14.0.0 COMMUNICATIONS AND COMMUNITY RELATIONS

14.1.0 Establishes effective communication strategies to keep the district informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions.

14.2.0 Ensures that open, transparent and positive internal and external communications are in place.

14.3.0 Ensures that School Councils have the opportunity to provide appropriate advice and support as required in the regulations and/or board policy.

14.4.0 Participates in community affairs in order to enhance and support the district and promote public education.

15.0.0 STUDENT, STAFF AND DISTRICT RECOGNITION/PUBLIC RELATIONS

15.1.0 Establishes effective recognition programs and strategies to ensure that the internal and external audiences are aware of student, volunteer, staff and district successes.

16.0.0 RURAL AND URBAN SETTINGS

16.1.0 Provide leadership experience in both urban and rural school communities.

17.0.0 COMMITMENT TO EQUITY AND INCLUSION

17.1.0 Provide leadership experience and is a proven team builder, with a commitment to equity and inclusion.

17.2.0 Provide leadership experience with Equity (First Nations, LGBTQ and racialized communities).

18.0.0 TECHNOLOGY

18.1.0 Uses technology and social media to engage and connect with staff, partners and stakeholders.

19.0.0 UNIONS AND NON-UNION STAFF

19.1.0 Works collaboratively with union and non-union staff; staff morale focus to resolve issues.

20.0.0 ETHICAL, MORAL AND PROFESSIONAL INTEGRITY

20.1.0 Provides a collaborative leadership style as recognized by direct reports, peers and colleagues.

21.0.0 PROFESSIONAL LEARNING

21.1.0 Committed to continued professional learning and networking.

22.0.0 CHIEF EDUCATION OFFICER

22.1.0 The CEO may also hold the role of Chief Education Officer if they are qualified based on sections i. and ii. If the CEO is not qualified, they must appoint a Chief Education Officer based on sections i. and ii.

- i. The person must have leadership experience related to the administration and

- delivery of the pedagogical functions of an educational institution that is comparable in size, scope and complexity to the board to which the person is to be appointed or employed. For the purposes of subsection 283.0.1.1 (3) of the Act, this qualification is equivalent to membership in the Ontario College of Teachers with respect to the appointment of chief education officers of English-language district school boards.
- ii. For the purposes of subsection 283.0.1.1 (3) of the Act, the following are prescribed as other qualifications for chief education officers of English-language district school boards:
- (a) The person must have experience, in an executive role, in all of the following areas:
 - (b) Educational program delivery.
 - (c) Organizational leadership.
 - (d) Application of research and data relating to pedagogical practice.
 - (e) Creating environments that support student achievement and enhance student well-being.
 - (f) If the person is a member of the Ontario College of Teachers, the person's membership must be in good standing.

Legal Reference: *Education Act S. 279(1), S. 283, S. 286, S. 301, Bill 177: Student Achievement and School Board Governance Act, and Regulation 206/26.*

Revised: September 2026