

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE:** Coordinator of Learning (CIA)

**REPORTS TO:**      **Directly:**      **Superintendent of School Services**  
                                 **Indirectly:**

### **Purpose:**

To support student achievement, the Coordinator of Learning joins a team, providing system wide direction and support in the areas of Curriculum, Instruction and Assessment the North East School Division.

### **Required Education, Knowledge, Qualifications and Experience:**

- A Bachelor of Education degree from a recognized institution. A Masters of Education degree is preferred
- A valid Saskatchewan Professional “A” Teaching Certificate
- Minimum of 5 years successful teaching experience
- Demonstrated knowledge of Saskatchewan Core Curriculum and the Ministry of Saskatchewan’s Sector Strategic plan.
- Knowledge of effective practices in educational leadership
- Demonstrated knowledge of the needs of adult learners
- Awareness and proficient use of technology and applications to support learning comparable to those currently used in the school division
- A valid driver’s license

### **Required Skills and Abilities:**

- Ability to provide adaptive and situational leadership
- Ability to plan, coordinate and facilitate workshops for educators to support professional growth
- Ability to write reports requiring meaningful interpretation of data, accuracy, readability and editorial correctness
- Strong communication skills in writing, presenting (face-to-face or virtually), and organizing digital content and resources for all levels of the organization
- Strong problem solving skills to analyze issues and create action plans
- Highly developed organizational skills with the ability to successfully manage and coordinate a number of projects and tasks while effectively managing time
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Demonstrated ability to work with a diverse group of people in a sensitive, tactful, diplomatic, and professional manner
- Ability to develop and maintain working relationships with all staff within the school division, local and provincial organizations and the local community

### **Supervision of Other Staff:**

This position does not provide direct supervision to staff. This position may provide direction and support for consultants, administrators and teachers.

### **Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Coordinator of Learning shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Work as part of the division leadership team to create and support strategic planning.
- Ensure the actualization of Saskatchewan core curriculum
- By remaining current in effective practices, provide leadership in reviewing, assessing and improving the education programs within the school division
- Coordinate the development, identification and implementation of professional development activities, learning outcomes and goal-based assessment used to monitor the academic progress and learning needs of students
- Develop procedures and protocol to support and inform the NESD Annual Report
- Analyze student achievement results, design action plans and develop provincial, division and school level reports
- Coordinate the collection of data that responds to the ESSP
- Facilitate committees, teams and meetings in carrying out the NESD vision and mission
- Provide curriculum and planning support to teachers using various media
- Provide support for actualization of school improvement plans
- Provide open and ongoing communication with relevant stakeholders in relation to student learning
- To make recommendations to the appropriate school division personnel regarding expenditures, facilitates, equipment, resources, programming and other items considered necessary for success of students
- Support the mentorship of teachers new to the division
- Support the work of schools in the areas of professional learning communities, assessment, instruction, curriculum and reporting
- Be knowledgeable and supportive of applicable Division Operational Policies & Procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Superintendent of Schools

### **Judgment, Independence and Client/Peer Contact:**

#### **Confidentiality**

At no time should a Coordinator of Learning discuss, in public, information pertaining to a student. A Coordinator of Learning is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

#### **Independence**

The Coordinator of Learning is expected to work independently and as a team member of both the school-based and division staff.

#### **Client/Peer Contact**

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

### **Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

**Salary Grid: Coordinator**

The salary grid for the position is tied to the following grid:

**Currently Negotiated LINC agreement as defined by Coordinator Salaries**

<b>Approved By:</b>	Heather Shwetz, Supt of Human Resources
<b>Date Approved:</b>	December 2012
<b>Reviewed:</b>	July 2019