

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Learning Consultant

REPORTS TO: **Directly:** **Superintendent of Learning**
 Indirectly: **Coordinator of Learning**

Purpose:

Working under the direction of the Superintendent of Schools, the Learning Consultant will provide consultation services for school division staff and parents.

Required Education, Knowledge, Qualifications and Experience:

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- Minimum of 5 years successful teaching experience
- Masters in Education from an institution recognized by the Ministry of Education is preferred
- Demonstrated knowledge of Saskatchewan Curriculum and the Ministry of Education initiatives
- Knowledge of the role of other Human Service Agencies in the support of learning
- Knowledge of best practices in educational leadership
- Experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to prioritize multiple demands and effectively manage time
- Ability to work as a team player
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Effective communication and presentation skills
- Ability to meaningfully interpret and respond to data
- Ability to handle physically/emotionally demanding children
- Excellent interpersonal skills
- A positive attitude and work ethic
- Effective organizational and record keeping skills

Supervision of Other Staff:

This position does not involve the direct supervision of staff.

Duties and Responsibilities:

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

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide consultation when appropriate to classroom teachers during Cycle 1 in the RtI process
- Assist school staff to become familiar with and utilize best educational practices
- Work in a collaborative manner to ensure student needs are being met
- Collect data from schools regarding students with intense needs
- Attend team meetings when necessary
- Attend meetings involving outside agencies
- Meet with school administrators to discuss needs of students.
- Consult with school administrators to determine priority areas for support.
- Conduct classroom visitations for students experiencing difficulty.
- Review reports that are received from outside agencies and share necessary information with the appropriate school or division personnel.
- Assist with requests for assistive technology or adaptive equipment when necessary
- Provide workshops and in-service in the areas of expertise to school division personnel when requested
- Assist with designing Inclusion and Intervention Plans (IIP) when required
- Be knowledgeable and supportive of applicable NESD 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 Coordinator of Learning responsible for Student Support Services or Superintendent of Learning

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Learning Consultant discuss, in public, information pertaining to a student. A Learning Consultant 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 Learning Consultant 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, school-based administration and division based staff on a daily basis in support of the goals of the school division.

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: Learning Consultant

The salary grid for the Learning Consultant is linked to the following grid:

The Provincial Collective Bargaining Agreements for teachers (including the consultant allowance provisions as defined in the Local Implementation and Negotiation Committee document)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Dec 2014
Reviewed:	September 2015