

JOB DESCRIPTION

Position	Consultant – Health and Wellness
Portfolio	Instruction and School Operations
Reports To	Coordinator, Curriculum and Instruction
Location	Education Centre, RM of Sherwood
Salary Range	Saskatchewan Teachers Federation grid/ LINC agreement

JOB PURPOSE
The Health and Wellness Consultant is responsible for providing leadership and specialized expertise in student health and wellness including strategies to support diversity, mental health and drug awareness in order to support student wellness and academic achievement.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Work within multi-disciplinary¹ school-specific teams to provide coordinated, targeted direct service delivery to students and teachers focused on developing, implementing and monitoring interventions and strategies that meet the needs of students. • Provide accessible, timely and effective educational leadership and subject-matter expertise to support students, classroom teachers. • Analyze system and school-specific student data in order to develop and recommend targeted and system-wide interventions and strategies to improve student wellness and achievement. • Work as part of school-specific Learning Support Teams, providing coordinated, multi-disciplinary, targeted service delivery to students and teachers, schools and, if appropriate, communities. • Build the capacity of classroom teachers using a variety of proactive, innovative and effective professional development delivery techniques, including in-class modelling, collegial mentoring and coaching, professional reference materials and presenting at professional learning events. • Recommend curriculum adaptations to make the curriculum accessible and challenging for all students. • Monitor to ensure teachers and schools have access to current textbooks, resources, technology, equipment and supplies to effectively deliver the curriculum to all students and, where necessary, take proactive steps to address deficiencies. • Stay current with the assigned subject area, including Ministry of Education curricula, planned changes to curricula, research-based instructional strategies, assessment practices and integration of technology into instruction. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

1

¹ Classroom teachers, learning supports teachers, administrators, speech-language pathologists, social workers/child and family services workers, behaviour coaches and others.

KNOWLEDGE, SKILLS AND ABILITIES

- In depth knowledge of educational programming, curricula, assessment, and instruction
- Excellent leadership, collaboration and consultation skills
- Excellent problem-solving skills and solution focused interaction
- Excellent reporting skills through documentation and record keeping

COMPETENCIES

- Leadership – Maintains a professional and positive manner even under changing or uncertain conditions. Works well with a wide range of individuals to provide support, coaching, encouragement and direction. Engages others in order to accomplish organizational goals and strategies
- Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them
- Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis
- Problem Solving/Creative Thinking – Resolves difficult and complicated challenges using new and innovative ideas. Develops creative approaches and seeks opportunities to improve processes that affect the workplace. Analyzes options and decisions based on long-term outcomes
- Personal Development and Continual Learning – Displays ongoing commitment to learning and self-improvement by learning from mistakes, seeking feedback, and taking opportunities to acquire new knowledge, skills and abilities
- Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential

QUALIFICATIONS

- Saskatchewan Professional A teacher certificate, Bachelor of Education or Master's Degree in a related area is an asset
- Minimum five years of teaching experience

WORKING CONDITIONS

- 8 hour work days, 10 months per year, as per school calendar
- Employment conditions as per current Saskatchewan Teachers' Federation Grid/LINC agreement
- Regular travel to schools within the Division and possible travel to Regina or Saskatoon for meetings using a fleet vehicle or personal vehicle
- Shared office space

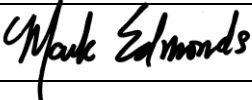
DIRECT REPORTS

- N/A


Approved by:

Supervisor Name: Mark Edmonds

Supervisor Title: Coordinator, Curriculum and Instruction

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017