

## JOB DESCRIPTION

<b>Position</b>	<b>Consultant - Home-Based Education</b>
<b>Portfolio</b>	Curriculum and Learning
<b>Reports To</b>	Coordinator, Curriculum and Instruction
<b>Location</b>	Education Centre, RM of Sherwood (itinerant)
<b>Salary Range</b>	Saskatchewan Teachers Federation plus PVTA LINC agreement benefits

<b>JOB PURPOSE</b>
The Home-Based Education Consultant works under the direction of the Coordinator, Curriculum and Learning to provide K to 12 curriculum support to Home-Based Education parents and students.
<b>PRIMARY RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Work with home-based education (HBE) students and parents/guardians to develop, approve, monitor and evaluate HBE plans and programming to ensure plans meet Ministry of Education requirements and support student achievement.</li> <li>• Communicate and/or meet regularly with and provide direction to parents of Home-Based Education parents and students to ensure consistent understandings of HBE principles, practices and Ministry policy.</li> <li>• Stay current with assigned subject areas, including Ministry of Education curricula, planned changes to curricula, research-based instructional strategies, assessment practices and integration of technology into instruction.</li> <li>• Coordinate the provision of School Division services to registered HBE students including driver education, school-based and distance learning courses, and resources.</li> <li>• Responsibilities may be reviewed and assigned from time to time by the direct supervisor.</li> </ul>
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
<ul style="list-style-type: none"> <li>• In-depth knowledge of educational programming, curricula, assessment, and instruction</li> <li>• In-depth knowledge of regulations and guidelines pertaining to Home-Based Education</li> <li>• Excellent leadership, collaboration and consultation skills</li> <li>• Excellent problem-solving skills and solution focused interaction</li> <li>• Excellent reporting skills through documentation and record keeping</li> </ul>
<b>COMPETENCIES</b>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>

<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Saskatchewan Professional A teacher certificate, Bachelor of Education or Master’s Degree in a related area</li> <li>• Minimum 5 years of teaching experience</li> </ul>
<p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• 8 hour work days, 40 hours a week, 10 months per year (as per school calendar)</li> <li>• Employment conditions as per STF/ PVRTA LINC Agreement</li> <li>• Regular travel to schools is required and occasionally to Regina and/or Saskatoon, using a system fleet vehicle where possible or with mileage paid for use of personal vehicle</li> <li>• Shared office space</li> </ul>
<p><b>DIRECT REPORTS</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>




**Approved by:**

Supervisor Name: Mark Edmonds

Supervisor Title: Coordinator, Curriculum and Instruction

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

