

JOB DESCRIPTION

Position	Consultant – Subject Specific
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
<p>Subject Area Consultants (in English Language Arts, Math, Science, Arts Education, Libraries, Practical and Applied Arts/Career Education) are responsible for providing instructional leadership and specialized expertise in their subject area to students and teachers across the school division in order to improve opportunities and achievement for students.</p>
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 students and classroom teachers. • Analyze system and school-specific student assessment results in order to develop and recommend targeted and system-wide interventions and strategies to improve student achievement. • 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. • Develop and implement system common assessments, working with other consultants to ensure a balanced and coherent assessment system across the school division. • 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. • Organize system-wide student events such as AMP it Up!, Trades and Skills Construction Apprenticeship, Arts Gala, DEAR Challenge, heritage fairs, science fairs, career fairs and other learning programs and events.

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

- 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.
- The Library Consultant also coordinates purchasing, cataloguing and distribution of curriculum resources through Central Cataloguing operations
- Responsibilities may be reviewed and assigned from time to time by the direct supervisor.

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 interactions

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

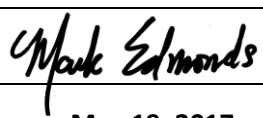
- Saskatchewan Professional A teacher certificate, Bachelor of Education or Master’s Degree in a related area
- Minimum five years of teaching experience
- For math, science and English language arts, accreditation is a definite asset

WORKING CONDITIONS
<ul style="list-style-type: none"> • 8 hour work days/40 hours/week, 10 months per year (as per school calendar). • Employment conditions as per STF/ PVTA LINC agreement • 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 • Shared office space
DIRECT REPORTS
<ul style="list-style-type: none"> • 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

