

JOB DESCRIPTION

Position	Coordinator, Curriculum and Instruction
Portfolio	Instruction and School Operations
Reports To	Deputy Director, Instruction and School Operations
Location	Education Centre, RM of Sherwood
Salary Range	STF plus PVTA LINC agreement

JOB PURPOSE

The Coordinator, Curriculum and Instruction is responsible for leading and directing a team of Curriculum Consultants to provide specialized expertise to students and teachers across the school division in order to improve opportunities and achievement for students. Reporting to the Deputy Director, Instruction and School Operations (ISO), this position is a member of the ISO senior team.

PRIMARY RESPONSIBILITIES

- Coordinate all aspects of the Grade 1 to 12 instructional program including developing, implementing, evaluating and revising the Division's instructional programs.
- Working with the Coordinators, Learning Supports, coordinate the development and deployment of integrated, multi-disciplinary Learning Support Teams to provide targeted, timely and effective instructional supports to help all students achieve their learning potential (including modified, alternative, functionally integrated, gifted).
- Develop integrated and standardized approaches to support effective instruction, including managing professional development and resource selection and acquisition (learning resources, technology, equipment, supplies and facilities) so that teachers can effectively deliver the curriculum to all students.
- Lead the integration of technology into instruction across the school division (including BYOT, software acquisition, SMART technology).
- Lead the design, implementation and monitoring of instructional initiatives by identifying opportunities and challenges, researching proven instructional practices and developing implementation and monitoring plans.
- Act as liaison with the Ministry of Education regarding curriculum updates.
- Provide leadership for Consultant staff in Instruction and School Operations (ISO), establishing clear direction and planning processes, aligning work with system priorities and standards, integrating efforts with other portfolios, supporting a productive and healthy work environment and leading human resources recruitment, retention, mentoring, performance feedback and support, professional development and succession planning.

- Develop, manage, monitor and report on the Curriculum and Learning operating budget, aligning the financial plan with the outcomes in the Division’s strategic plan, using resources effectively and meeting high standards of financial management and accountability.
- Oversee curriculum related Administrative Procedures, ensuring alignment between procedures and practices.
- Build partnerships with other school divisions, First Nations educational authorities, the Ministry of Education, and other stakeholders to assist in the planning and delivery of instruction and assessment services including professional development.

KNOWLEDGE, SKILLS AND ABILITIES

- In depth knowledge of current educational programming, curricula, assessment, instruction and assessment practices
- Excellent leadership, collaboration, consultation and problem-solving skills
- Ability to work in an interdependent team environment, incorporating input and providing input from a variety of perspectives and sources to create a system work product
- Ability to plan, direct, and coordinate activities of diverse teams and cross-functional groups
- Ability to communicate effectively in both verbal and written forms
- Theoretical and practical knowledge of human resource hiring, development, management, succession planning and performance evaluation processes and practices
- Knowledge of financial management principles and their application in a large and complex organization

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.
- Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.

- Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions.
- 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

- Valid Saskatchewan teacher certificate, Bachelor of Education and Master’s Degree in a related field
- Minimum ten years of experience in the education system, including experience at the Division level

WORKING CONDITIONS

- 8 hour work days, 40 hours a 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

- Curriculum Consultants, Literacy Teachers, Itinerant Teacher Librarians, Itinerant Career Counsellors and Itinerant Career Counsellors


Approved by:

Supervisor Name: Mike Embury

Supervisor Title: Deputy Director, Instruction and School Operations

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

