

JOB DESCRIPTION

Position	Deputy Director of Education, Instruction and School Operations
Reports To	Director of Education
Location	Education Centre, RM of Sherwood
Salary Range	As per annual salary grid

JOB PURPOSE

Reporting to the Director of Education, the Deputy Director leads the Instruction and School Operations portfolio with responsibility for instructional and assessment practices, programming for a diverse student population, school operations, school and division level strategic planning, and human resources recruiting, mentoring and succession planning. The Deputy Director of ISO partners closely with the Director of Education and the Deputy Director of Division Services to chart Prairie Valley School Division's future growth and strategic responses to a challenging and ever-changing educational environment.

PRIMARY RESPONSIBILITIES

- Work collaboratively with the Director of Education and the Deputy Director of Division Services in the strategic leadership, organizational development and operational management of all aspects of school division operations. Make effective contributions to the senior leadership team (Administrative Council Executive) and the senior management team (Administrative Consortium).
- Lead the Instruction and School Operations (ISO) management team, aligning and integrating efforts and resources across instruction, assessment, learning supports and school operations to provide cohesive and targeted approaches to supporting student opportunity and improving student achievement.
- With ACE colleagues, co-lead the development, implementation and monitoring of the division strategic plan, ensuring alignment with Ministry and sector planning work.
- Develop and oversee implementation of a robust school improvement planning process that aligns with the division level plan, robust monitoring and strong reporting practices.
- Develop and maintain current and consistent instructional practices across all subject areas based on progressive and proven best practices. Oversee student assessment practices to ensure meaningful, timely and accurate reporting and follow up on student achievement results and oversee deployment of targeted and effective support services to close learning gaps.
- Lead the design, implementation, resourcing and monitoring of the school calendar, programs and services within available financial resources and infrastructure and develop an equitable range of quality programs, services and opportunities to support the diverse interests and learning needs of students.
- Provide direction for human resource planning, recruitment and placement processes for instructional staff, with direct responsibility for school-based administrators.

- Establish policies/practices and monitor results around student attitudes, attendance and behaviour and manage the student suspension process, including proactive alternatives to suspension.
- Participate in school safety planning and emergency/crisis response protocols.
- Build strategic partnerships with other school divisions, First Nations educational authorities, post-secondary institutions, industry and employers that result in innovative, relevant and rigorous program options for students.
- Build and maintain strong, positive relationships with board members, staff, parents, students, the Ministry of Education and other educational partners.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated abilities in instructional leadership, strategic thinking, adaptive change management and innovative programming
- Demonstrated ability to make data informed decisions, analyse performance results and develop responsive action plans to improve service delivery to schools and students
- A proven understanding and commitment to achieving the provincial education sector strategic plan priorities in Pre-K to Grade 12 education
- Understanding of the principles and practice of policy development, implementation, evaluation and monitoring
- Excellent working knowledge of current research in best practices for 21st century teaching, learning and operations from a classroom, school and central office perspective with sound organizational and project management skills
- Theoretical and practical knowledge of human resource development, management, succession planning and performance evaluation processes and practices
- Exceptional interpersonal skills with the ability to build and maintain positive relations with central and school-based staff, Board members, communities and other stakeholders
- Ability to demonstrate positive and productive visibility and presence to schools and communities

COMPETENCIES

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.

Organizational Awareness

Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations. Uses knowledge of the organizational and business climate to solve issues and accomplish goals and business strategies, complies with and enforces organizational policies, procedures and practices.

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.

Teamwork

Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team collaborate, 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.

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.

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.

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

- Meet qualifications for membership in the League of Educational Administrators, Directors and Superintendents (LEADS) – valid Class A teaching certificate and a graduate degree
- A minimum of ten years of successful teaching experience in Canadian schools at the elementary or secondary level combined with at least five years of administrative and supervisory experience

DIRECT REPORTS

Superintendents of Education, Supervisor of Assessment and Data Systems, Coordinator of Curriculum and Instruction and Coordinator of First Nations and Metis Education.

INDIRECT REPORTS
All ISO positions including school-based administrators.

Original signed by

Approved by: _____
Luc Lerminiaux, Director of Education

Last Updated: April 2019