

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 473
PROCEDURE:	INSTRUCTION AND LEARNING CONSULTANT		

BACKGROUND

Guided by the division’s vision, mission, values and goals, the Instruction and Learning Consultant will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Ministry of Education documents and board policy.

The Instruction and Learning Consultant is responsible for providing instructional leadership and specialized expertise to teachers in matters related to curriculum implementation and actualization and assigned program areas related to instruction and learning in the division.

JOB DESCRIPTION

1. Immediate Supervisor: Director of Education
2. Supervision of Staff: This position does not involve the supervision of staff.
3. Minimum Qualifications
 - 3.1 Bachelor of Education Degree from an institution recognized by the Ministry of Education.
 - 3.2 Valid Professional “A” Teacher Certificate.
 - 3.3 Master’s Degree in Education from an institution recognized by the Ministry of Education is preferred.
 - 3.4 Registered member of the Saskatchewan Professional Teachers’ Regulatory Board (SPTRB).
 - 3.5 Minimum of five (5) years successful teaching experience.
 - 3.6 Possesses a strong knowledge of and ability to differentiate the learning environment, planning, instruction, and assessment according to the needs of students.
 - 3.7 Experience with benchmark assessment tools, implementation, interpretation, and response.
 - 3.8 A commitment and testimony to the mission of Catholic Education and a willingness to accept responsibility from the Catholic community and to exercise leadership within this community.
 - 3.9 An advocate for Catholic Education and the division.

3.10 Valid Driver's license.

4. Knowledge, Skills and Abilities

- 4.1 A strong understanding of education in general and Catholic Education.
- 4.2 A continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.
- 4.3 Strong verbal, written and interpersonal communications skills.
- 4.4 Unites people towards a common sense of purpose and alignment with Divisional goals in the provision of services within areas of assigned responsibility.
- 4.5 Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks.
- 4.6 Ability to design and deliver small and large group training and professional development.
- 4.7 Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- 4.8 The ability to learn and utilize applicable software programs.
- 4.9 Organizational loyalty, honesty, punctuality and dependability.

5. Performance Responsibilities: The Consultant may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities, associated with this classification but is intended to accurately reflect the principle job elements.

- 5.1 Assist and inform the Director in all aspects of the division as requested.
- 5.2 Provide leadership in reviewing, assessing, and improving education programs.
- 5.3 Ensure the actualization of provincial curriculum through coaching, consulting, and collaborating.
- 5.4 Coordinate and deliver professional learning to support the actualization of the provincial curriculum and the Division's strategic plan.
- 5.5 Support schools in reviewing data and responding to the needs of students.
- 5.6 Oversee Division student assessment and reporting practices,
- 5.7 Provide support for the actualization of school improvement plans.
- 5.8 Represent the division in meetings with the Ministry of Education, school divisions, and committees that are related to areas of responsibility as assigned.
- 5.9 Assist the Director and Superintendent in the development and coordination of the sections of the budget that pertain to curriculum and instruction.

- 5.10 Prepare grant applications that will enrich the curriculum and instruction within the division.
- 5.11 Provide leadership with the actualization of the division strategic plan.
- 5.12 Create learning achievement reports to support division and provincial requirements.

6. Salary and Benefits

- 6.1 Salary and benefits are in accordance with the currently negotiated Provincial Collective Bargaining Agreement and Local Collective Bargaining Agreement for Teachers.

7. Confidentiality

- 7.1 At no time should the Instruction and Learning Consultant discuss in public information pertaining to employees, students or the operation of the school division. The Instruction and Learning Consultant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

8. Independence

- 8.1 The Instruction and Learning Consultant is expected to work independently as well as a team member of school based staff, Division Office Staff, and outside agencies.

9. Client / Peer Contact

- 9.1 This position involves working cordially and respectfully with school principals, teachers, all other school division personnel and outside agencies in order to meet the needs of the students of Christ the Teacher Catholic School Division.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment of the job.

The job description does not constitute an employment agreement between the Employer and Employee and is subject to change by the Employer as the needs of the Employer and requirements of the job change.

Reference: Sections 85, 87, 108, 109 Education Act

Date Issued: May 27, 2019