

ROLE OF COORDINATOR OF EARLY LEARNING, LITERACY AND ASSESSMENT

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Coordinator of Early Learning, Literacy and Assessment will provide instructed personnel with the knowledge, resources and support to meet the learning and development needs of children and adults. The Coordinator of Early Learning, Literacy and Assessment will assist the Assistant Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act, and Board policy.

The Coordinator of Early Learning, Literacy and Assessment is directly responsible and accountable to the Assistant Superintendent.

Procedures

The Coordinator of Early Learning, Literacy and Assessment will have specific responsibilities for:

1. Student Learning

- 1.1. Determines age-appropriate placement for pre-kindergarten children and kindergarten students with severe disabilities.
- 1.2. Provides input into the development of Individual Program Plans (IPPs) for children receiving Program Unit Funding (PUF).
- 1.3. Promotes play-based programming and instructional learning centers within all schools.
- 1.4. Provides leadership to meet student needs within the HPSD literacy initiative.
- 1.5. Ensures the effective implementation of the HPSD Literacy Framework.
- 1.6. Ensures appropriate literacy programming is in place for diverse learners.
- 1.7. Coordinates literacy program reviews and evaluations as requested.
- 1.8. Ensures accountability for achievement of approved literacy learning outcomes.
- 1.9. Works closely with principals to support facilitation, collection, and analysis of data for all government and HPSD standardized testing.
- 1.10. Provides leadership and strategies to enhance children's and student's assessment within the HPSD.

2. Student Wellness

- 2.1. Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

3. Human Resources Management

- 3.1. Assists in coordination of the multidisciplinary team to address the needs of children.
- 3.2. Assists instructional personnel in identifying and using effective and developmentally appropriate instructional strategies and resources.
- 3.3. Assists in the supervision, evaluation, and review of the performance of instructional personnel in consultation with principals.
- 3.4. Supports staff in accessing the professional learning and capacity building needed to meet the needs of all students including those with diverse learning needs.

4. Fiscal Responsibility

- 4.1. Assists in the development of a budget within the parameters and constraints of the HPSD budget.
- 4.2. Ensures the proper fiscal management of budget allocations.
- 4.3. Coordinates documentation to support eligibility for PUF and kindergarten SLS.
- 4.4. Assists with the management of PUF and kindergarten SLS allocations by handling any requests for support such as equipment, educational assistants or professional development.
- 4.5. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Recommends the development and/or review of administrative procedures to the Assistant Superintendent within areas of responsibility.
- 5.2. Ensures application of Board policy and administrative procedures as required in the performance of duties.

6. Organizational Management

- 6.1. Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates, timelines and adherence to Superintendent directives.
- 6.2. Contributes to an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

7. Communications and Community Relations

- 7.1. Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2. Ensures staff and parents have an acceptable level of satisfaction with the services provided.
- 7.3. Liaises with Alberta Education regarding children receiving PUF and kindergarten SLS allocations.
- 7.4. Liaises with outside agencies involved in programming for children (i.e. Alberta Health Services, Family Supports for Children with Disabilities).
- 7.5. Attends school meetings, as requested, to provide information or resolve concerns within areas of responsibility.

8. Assistant Superintendent Relations

- 8.1. Establishes and maintains positive, professional working relations with the Assistant Superintendent.
- 8.2. Provides advice, recommendations and prepares reports which the Assistant Superintendent requires to perform the role in an exemplary fashion.
- 8.3. Performs any duties that are delegated by the Assistant Superintendent.

9. Leadership Practices

- 9.1. Practices leadership in a manner that is viewed positively and has the support of working colleagues.
- 9.2. Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 451-2A - Performance Assessment Guide (PAG) for Coordinator of Early Learning, Literacy and Assessment

References

Education Act Sections 33, 52, 53, 68, 204, 222, 225
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Teaching Profession Act

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