

PERFORMANCE ASSESSMENT GUIDE FOR COORDINATOR OF CURRICULUM

Role Expectation: Student Learning	Evaluation Evidence	Quality Indicators
1.1 Within areas of responsibility, supports students in the HPSD to have the opportunity to meet the standards of education set by the Minister. 1.2 Provides support for initiatives to facilitate curricular outcomes. 1.3 Supports assessment practices and ensures there are accountability practices in place for achievement of approved learning outcomes in all schools. 1.4 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility. 1.5 In consultation with principals and the Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards. 1.6 Supports the access and implementation of locally developed and CTF/CTS courses to expand student learning.	• Assurance measures • Satisfaction surveys • HPSD Education Plan • Annual Education Results Report • Alberta Education feedback • Supervision and evaluation processes • Staff Development Plan • Superintendent observations	• Researches and develops innovative ways to enhance learning opportunities for students, and in conjunction with principals, implements promising practices. • Develops new approaches to the solution of significant and complex learning challenges. • Develops plans for and assists in the implementation of education transformation initiatives within areas of responsibility. • Initiates collaborative planning of professional development. • Supports analysis of academic performance within areas of responsibility and assists principals to develop action plans to address concerns. • Develops initiatives to foster student achievement. • Supports classroom processes to enhance student learning.

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Role Expectation: Student Wellness	Evaluation Evidence	Quality Indicators
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 through the mentoring of teachers.	• Assurance measures • Satisfaction surveys • Superintendent's observations • Leadership Practices report (when done)	• Monitors the provision of a welcoming, caring, respectful and safe learning environments and, in conjunction with principals, addresses identified concerns. • Reviews research on best safe and caring practices and assists in implementation when necessary.

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Role Expectation: Human Resources Management	Evaluation Evidence	Quality Indicators
3.1 Coordinates the “new to HPSP” teacher orientation program. 3.2 Works with Principals to assist with mentoring teachers within their school.	• Personnel demographics • Staff selection processes • Supervision and evaluation processes for staff. • Superintendent's observations • Leadership Practices (when done)	• Ensures a robust and comprehensive “new to High Prairie School HPSP” (HPSP) teacher orientation program. • Supports effective staff selection processes. • Conducts effective supervision and evaluation processes for staff, as requested.

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Role Expectation: Fiscal Responsibility	Evaluation Evidence	Quality Indicators
4.1 Makes recommendations to the Superintendent regarding staff and funding allocations to schools to ensure curriculum implementation.	• Budget recommendations • Budget preparation • Budget expenditures • Year-end projections • Value For Money analyses • Superintendent observations	• Ensures budget recommendation and submission timelines and parameters are met. • Ensures funds are expended as per approved budgets. • Ensures adequate internal financial controls exist and are being followed. • Conducts operational reviews • Ensures financial savings with no reduction in services are achieved, whenever possible. • Accesses available grants and utilizes partnerships for student benefit.
4.2 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.		
4.3 Operates in a fiscally prudent and responsible manner.		

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Role Expectation: Policy/Administrative Procedures	Evaluation Evidence	Quality Indicators
5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policy within areas of responsibility. 5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility. 5.3 Ensures application of Board policies or administrative procedures as required in the performance of duties.	● Board Policy Handbook ○ new policies ○ revised policies ● Administrative Procedures Manual ○ new procedures ○ revised procedures ● Superintendent observations	● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Superintendent. ● Actively participates with individuals and groups in administrative procedure development and review processes within areas of responsibility. ● Reviews relevant sections of the Administrative Procedures Manual and brings forward recommendations for revision as necessary. ● Ensures application of and adherence to Board policy and administrative procedures within areas of responsibility.

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Role Expectation: Organizational Management	Evaluation Evidence	Quality Indicators
6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and 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.	• Alberta Education feedback • Personal calendar • Emergency preparedness plans/procedures • Superintendent observations • Leadership Practices report (when done)	• Ensures compliance with Government of Alberta and Board mandates and timelines within areas of responsibility. • Effectively manages time and resources. • Utilizes technology effectively and efficiently. • Effectively demonstrates leadership in a team-oriented environment. • Utilizes support personnel effectively. • Effectively responds to emergency/crisis situations.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
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 have a high level of satisfaction with the services provided within areas of responsibility.	• Memos and correspondence • HPSPD publications • Presentations • Satisfaction surveys • Conflict resolution • Superintendent observations • Leadership Practices report (when done)	• Ensures information is disseminated as appropriate. • Presents information and speaks effectively at functions. • Develops appropriate program materials relative to areas of responsibility. • Promotes positive public engagement with the HPSPD. • Represents the HPSPD in a positive, professional manner. • Supports effective home-school relations.

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Role Expectation: Superintendent Relations	Evaluation Evidence	Quality Indicators
8.1 Establishes and maintains positive, professional working relations with the Superintendent. 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same. 8.3 Provides the information the Superintendent requires to perform the role in an exemplary fashion.	• Reports • Personal contacts, emails, phone calls • Superintendent observations	• Implements directions of the Superintendent in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results. • Interacts with the Superintendent in an open, honest and professional manner with due regard for and in a manner which strengthens the Superintendent relationship with the Board. • Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Superintendent. • Keeps the Superintendent informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent's expectations. 9.2 Exhibits a high level of personal, professional and organizational integrity.	• Self reflection • Superintendent observations • Leadership Practices report (when done)	• Provides clear expectations and direction within areas of responsibility. • Establishes and maintains positive, professional working relationships with others. • Unites people towards common goals. • Demonstrates a high commitment to the needs of students. • Empowers others. • Effectively solves problems. • Models high ethical standards of conduct. • Exercises leadership consistent with the HPSD's stated vision, mission and values.