

PERFORMANCE ASSESSMENT GUIDE FOR COORDINATOR OF LITERACY AND NEW CURRICULUM

Role Expectation: Student Learning	Evaluation Evidence	Quality Indicators
<p>1.1 Within areas of responsibility, supports students in the Division to have the opportunity to meet the standards of education set by the Minister.</p> <p>1.2 Provides support for initiatives to facilitate curricular outcomes.</p> <p>1.3 Provides special assistance in the implementation of new curriculum in literacy and the humanities.</p> <p>1.4 Supports assessment practices and ensures there are accountability practices in place for the achievement of approved learning outcomes in all schools.</p> <p>1.5 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.</p> <p>1.6 In consultation with principals and the Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards.</p> <p>1.7 Provides leadership to meet student needs within the Division literacy initiative.</p> <p>1.8 Ensures the effective implementation of the Division Literacy Framework.</p>	<ul style="list-style-type: none"> ● Assurance measures ● Satisfaction surveys ● Division Education Plan ● Annual Education Results Report ● Alberta Education feedback ● Staff Development Plan ● Supervision and evaluation processes ● Division Literacy Framework ● Director of System Assurance observations 	<ul style="list-style-type: none"> ● Researches and develops innovative ways to enhance learning opportunities for students, and in conjunction with principals, implements promising practices. ● Develops initiatives to foster student achievement. ● 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. ● Supports analysis of academic performance within areas of responsibility and assists principals to develop action plans to address concerns. ● Supports classroom processes to enhance student learning. ● Initiates collaborative planning of professional development related to literacy.

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<p>1.9 Ensures appropriate literacy programming is in place for diverse learners.</p> <p>1.10 Coordinates literacy program reviews and evaluations as requested.</p> <p>1.11 Ensures accountability for achievement of approved literacy learning outcomes.</p> <p>1.12 Works closely with principals to support facilitation, collection, and analysis of data for all government and Division standardized testing.</p> <p>1.13 Provides leadership and strategies to enhance children’s and student’s assessment within the Division.</p> <p>1.14 Provides French language supervision.</p> <p>1.15 Supports the access and implementation of locally developed and CTF/CTS courses to expand student learning.</p>	<ul style="list-style-type: none"> ● Literacy programs and program reviews ● Literacy learning outcomes ● Standardized testing results ● Assessment practices ● French language programs ● Locally developed courses ● CTF/CTS courses 	<ul style="list-style-type: none"> ● Supports school personnel with appropriate literacy programming for students with complex learning challenges. ● Provides leadership for literacy program reviews and evaluations. ● Supports analysis of literacy learning outcomes. ● Collaborates with principals in the analysis of standardized testing results. ● Develops plans for and assists in the implementation of effective student assessment practices. ● Supervises French language program implementation and delivery. ● Supports the use of locally developed and CTF/CTS courses 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.	<ul style="list-style-type: none">● Assurance measures● Satisfaction surveys● Director of System Assurance's observations	<ul style="list-style-type: none">● Monitors the provision of 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 HPSD” teacher orientation program. 3.2 Works with Principals to assist with mentoring teachers within their school.	<ul style="list-style-type: none"> ● Personnel demographics ● Staff selection processes ● Supervision and evaluation processes for staff. ● Director of System Assurance’s observations 	<ul style="list-style-type: none"> ● Ensures a robust and comprehensive “new to High Prairie School Division” (HPSD) teacher orientation program. ● Understands staff selection processes. ● Conducts effective supervision and evaluation processes for staff, as requested.

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<p>Role Expectation: Fiscal Responsibility</p>	<p>Evaluation Evidence</p>	<p>Quality Indicators</p>
<p>4.1 Makes recommendations to the Director of System Assurance regarding funding allocations to schools to ensure curriculum implementation.</p> <p>4.2 Makes recommendations to the Director of System Assurance regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.</p> <p>4.3 Operates in a fiscally prudent and responsible manner.</p>	<ul style="list-style-type: none"> ● Budget recommendations ● Budget preparation ● Budget expenditures ● Year-end projections ● Value For Money analyses ● Director of System Assurance's observations 	<ul style="list-style-type: none"> ● 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 ● Accesses available grants and utilizes partnerships for student benefit. ● Ensures financial savings with no reduction in services are achieved, whenever possible.

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<p>Role Expectation: Policy/Administrative Procedures</p>	<p>Evaluation Evidence</p>	<p>Quality Indicators</p>
<p>5.1 Assists the Director of System Assurance in the planning, development, implementation and evaluation of Board policy within areas of responsibility.</p> <p>5.2 Provides leadership in the planning, development, implementation and evaluation of administrative procedures within areas of responsibility.</p> <p>5.3 Ensures application of Board policies or administrative procedures as required in the performance of duties.</p>	<ul style="list-style-type: none"> ● Board Policy Handbook <ul style="list-style-type: none"> ○ new policies ○ revised policies ● Administrative Procedures Manual <ul style="list-style-type: none"> ○ new procedures ○ revised procedures ● Director of System Assurance’s observations 	<ul style="list-style-type: none"> ● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Director of System Assurance. ● Actively participates in administrative procedure development and reviews 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
<p>6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates (Education Plan) and timelines and adherence to Superintendent directives.</p> <p>6.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.</p>	<ul style="list-style-type: none"> ● Alberta Education feedback ● Personal calendar ● Emergency preparedness plans/procedures ● Director of System Assurance's observations 	<ul style="list-style-type: none"> ● 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. ● Effectively responds to emergency/crisis situations.

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<p>Role Expectation: Communications and Community Relations</p>	<p>Evaluation Evidence</p>	<p>Quality Indicators</p>
<p>7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.</p> <p>7.2 Ensures staff have a high level of satisfaction with the services provided within areas of responsibility.</p>	<ul style="list-style-type: none"> ● Memos and correspondence ● Division publications ● Presentations ● Satisfaction surveys ● Conflict resolution ● Director of System Assurance's observations 	<ul style="list-style-type: none"> ● Ensures information is disseminated as appropriate. ● Presents information and speaks effectively at functions. ● Develops appropriate program materials relative to areas of responsibility. ● Represents the Division in a positive, professional manner. ● Interacts effectively with staff.

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<p>Role Expectation: Director of System Assurance Relations</p>	<p>Evaluation Evidence</p>	<p>Quality Indicators</p>
<p>8.1 Establishes and maintains positive, professional working relations with the Director of System Assurance.</p> <p>8.2 Provides the information the Director of System Assurance requires to perform the role in an exemplary fashion.</p>	<ul style="list-style-type: none"> ● Reports ● Personal contacts, emails, phone calls ● Director of System Assurance's observations 	<ul style="list-style-type: none"> ● Implements directions of the Director of System Assurance in a manner which is marked by high-quality service, effective conflict resolution skills, timely response and positive results. ● Provides balanced, sufficient and concise information (and clear recommendations when appropriate) in reports requested by the Director of System Assurance. ● Keeps the Director of System Assurance informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
<p>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 Director of System Assurance's expectations.</p> <p>9.2 Exhibits a high level of personal, professional and organizational integrity.</p>	<ul style="list-style-type: none"> ● Self-reflection ● Director of System Assurance's observations 	<ul style="list-style-type: none"> ● Provides clear expectations and direction within areas of responsibility. ● Unites people towards common goals. ● Demonstrates a high commitment to the needs of students. ● Empowers others. ● Models high ethical standards of conduct. ● Establishes and maintains positive, professional working relationships with others. ● Exercises leadership consistent with the Division's stated vision, mission and values.