

PERFORMANCE ASSESSMENT GUIDE FOR COORDINATOR OF NUMERACY

Role Expectation: Student Learning	Evaluation Evidence	Quality Indicators
1.1 Provides leadership to meet student needs within the HPSD numeracy initiative. 1.2 Ensures the effective implementation of the HPSD numeracy curriculum. 1.3 Ensures appropriate numeracy programming is in place for diverse learners. 1.4 Coordinates numeracy program reviews and evaluations as requested. 1.5 Ensures accountability for achievement of approved numeracy learning outcomes.	• Assurance measures • Satisfaction surveys • HPSD Education Plan/Annual Education Results Report • Alberta Education feedback • Superintendent, or designate, observations	• Develops innovative ways to enhance learning opportunities for students, and in conjunction with principals, implements promising practices. • Develops plans for and assists in the implementation of education transformation initiatives within areas of responsibility. • Develops new approaches to the solution of significant and complex learning challenges. • 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 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.	• Assurance measures • Satisfaction surveys • Superintendent, or designate, observations • Leadership Practices report (when done)	• Monitors the provision of a welcoming, caring, respectful and safe learning environment and, in conjunction with principals, addresses identified concerns.

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Role Expectation: Fiscal Responsibility	Evaluation Evidence	Quality Indicators
3.1 Develops a budget within the parameters and constraints of the HPSD budget. 3.2 Ensures the proper fiscal management of budget allocations. 3.3 Operates in a fiscally prudent and responsible manner.	• Budget recommendations • Budget preparation • Budget expenditures • Variance reports • Year-end projections • Value For Money analyses • Superintendent, or designate, 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.

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Role Expectation: Policy/Administrative Procedures	Evaluation Evidence	Quality Indicators
4.1 Recommends the development and/or review of administrative procedures to the Superintendent, or designate, within areas of responsibility. 4.2 Ensures application of Board policy and administrative procedures as required in the performance of duties.	● Board Policy Handbook ○ new policies ○ revised policies ● Administrative Procedures Manual ○ new procedures ○ revised procedures ● Superintendent, or designate	● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Superintendent or designate. ● 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
5.1 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. 5.1 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 • Supervisor 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. • Utilizes support personnel effectively. • Effectively responds to emergency/crisis situations.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
6.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility. 6.2 Ensures staff and parents have an acceptable level of satisfaction with the services provided. 6.3 Attends School Council meetings, as requested, to provide information or resolve concerns within areas of responsibility.	• Memos and correspondence • HPSPD publications • Presentations • Satisfaction surveys • Conflict resolution • Supervisor's 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. • Manages conflict effectively. • Responds to unresolved issues within areas of responsibility.

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Role Expectation: Superintendent Relations	Evaluation Evidence	Quality Indicators
7.1 Establishes and maintains positive, professional working relations with the Superintendent, or designate. 7.2 Provides advice, recommendations and prepares reports which the Superintendent, or designate, requires to perform her role in an exemplary fashion. 7.3 Performs any duties that are delegated by the Superintendent or designate.	• Reports • Personal contacts, emails, phone calls • Supervisor's observations	• Implements directions of the Supervisor of Curriculum 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 or designate. • Keeps the Superintendent, or designate, informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works in carrying out the Superintendent, or designate expectations. 8.2 Exhibits a high level of personal, professional and organizational integrity.	• Self reflection • Supervisor's 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.