

ROLE OF COORDINATOR OF NUMERACY

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Coordinator of Numeracy will assist the 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 Numeracy is directly responsible and accountable to the Superintendent or designate.

Procedures

The Coordinator of Numeracy will have specific responsibilities for:

1. Student Learning

- 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.

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. Fiscal Responsibility

- 3.1 Operates in a fiscally prudent and responsible manner. Management of resources, budgets and budget allocations related to numeracy will be required.

4. Policy/Administrative Procedures

- 4.1 Recommends the development and/or review of administrative procedures to the Supervisor within areas of responsibility.
- 4.2 Ensures application of Board policy and administrative procedures as required in the performance of duties.

5. Organizational Management

- 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.
- 5.2 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.

6. Communications and Community Relations

- 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.

7. Supervisor of Curriculum Relations

- 7.1 Establishes and maintains positive, professional working relations.
- 7.2 Provides advice, recommendations and prepares reports which the Superintendent requires to perform their role in an exemplary fashion.
- 7.3 Performs any duties that are delegated by the direct supervisor.

8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the direct supervisor's expectations.
- 8.2 Practices align with the Teaching Quality Standard and Leadership Quality Standard and the expectations there within.
- 8.3 Exhibits a high level of personal, professional and organizational integrity.

HPSD Appendices

Appendix 461A - Performance Assessment Guide (PAG) for Coordinator of Numeracy

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

Approved: July 3, 2024

Reviewed: