

ROLE OF COORDINATOR OF CURRICULUM

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Coordinator of Curriculum will assist the Superintendent with the primary responsibility of supporting schools in the HPSD with curriculum implementation.

The Coordinator of Curriculum is directly responsible and accountable to the Superintendent.

Procedures

The Coordinator of Curriculum will have specific responsibilities for:

1. Student Learning

- 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 the 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.

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 through the mentoring of teachers.

3. Human Resources Management

- 3.1. Coordinates the "new to HPSD" teacher orientation program.
- 3.2. Works with Principals to assist with mentoring teachers within their school.

4. Fiscal Responsibility

- 4.1. Makes recommendations to the Superintendent regarding funding allocations to schools to ensure curriculum implementation.
- 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.

5. Policy/Administrative Procedures

- 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.

6. Organizational Management

- 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 a 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 have a high level of satisfaction with the services provided within areas of responsibility.

8. Superintendent Relations

- 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.

9. Leadership Practices

- 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.

HPSD Appendices

Appendix 460A - Performance Assessment Guide (PAG) for Coordinator of Curriculum

References

Education Act Sections 8, 33, 35.1, 52, 196, 197, 222

Employment Standards Code

Freedom of Information and Protection of Privacy Act

Labour Relations Code

Occupational Health and Safety Act

Leadership Quality Standard

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Reviewed: