

ROLE OF COORDINATOR OF LITERACY AND NEW CURRICULUM

Background

Guided by the Division's vision, mission, and core values, the Coordinator of Literacy and New Curriculum will assist the Director of System Assurance and the Superintendent with the primary responsibility of supporting schools in the Division with curriculum implementation.

The Coordinator of Literacy and New Curriculum is directly responsible and accountable to the Director of System Assurance.

Procedures

The Coordinator of Literacy and New Curriculum will have specific responsibilities for:

1. Student Learning

- 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.
- 1.2. Provides support for initiatives to facilitate curricular outcomes.
- 1.3. Provides special assistance in the implementation of new curriculum in literacy and the humanities.
- 1.4. Supports assessment practices and ensures there are accountability practices in place for the achievement of approved learning outcomes in all schools.
- 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.
- 1.6. In consultation with principals and the Superintendent, visits classrooms with the intent of improving instruction and promoting quality standards.
- 1.7. Provides leadership to meet student needs within the Division literacy initiative.
- 1.8. Ensures the effective implementation of the Division Literacy Framework.
- 1.9. Ensures appropriate literacy programming is in place for diverse learners.
- 1.10. Coordinates literacy program reviews and evaluations as requested.
- 1.11. Ensures accountability for achievement of approved literacy learning outcomes.
- 1.12. Works closely with principals to support facilitation, collection, and analysis of data for all government and Division standardized testing.
- 1.13. Provides leadership and strategies to enhance children's and student's assessment within the Division.
- 1.14. Provides French language supervision.
- 1.15. 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 Director of System Assurance regarding funding allocations to schools to ensure curriculum implementation.
- 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.
- 4.3. Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1. Assists the Director of System Assurance 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 (Education Plan) and timelines and adherence to Superintendent directives.
- 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.

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. Director of System Assurance Relations

- 8.1. Establishes and maintains positive, professional working relations with the Director of System Assurance.
- 8.2. Provides the information the Director of System Assurance 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 Director of System Assurance'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

Sections 8, 33, 35.1, 52, 196, 197, 222 Education Act
Access To Information Act
Employment Standards Code
Labour Relations Code
Occupational Health and Safety Act
Protection of Privacy Act
Leadership Quality Standard

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Reviewed: