

PERFORMANCE ASSESSMENT GUIDE FOR COORDINATOR OF PROGRAM PLANNING AND SPECIAL PROJECTS

Role Expectation: Student Learning	Evaluation Evidence	Quality Indicators
1.1 Ensures the effective implementation of special projects in the HPSPD. 1.2 Monitors and implements yearly timetabling and completes the assignable time review to address student programming opportunities in schools throughout HPSPD. 1.3 Seeks out grants and funding possibilities to support programming, research and other projects within the HPSPD. 1.4 Provides oversight of Library Clerks/Technicians and the Learning Commons. 1.5 Ensures that grant reporting processes are in place and that reporting is compliant with grant requirements and with fiscal management policies of the HPSPD.	• Assurance measures • Satisfaction surveys • HPSPD Education Plan • Annual Education Results Report • Special projects • Timetables • Teacher Assignable Time • Grants • Personnel demographics • Supervision and evaluation processes	• Ensures the development and effective implementation of special projects in the HPSPD. • Completes an analysis of yearly timetabling in selected schools and an assignable time review. • Develops innovative ways to enhance learning opportunities for students, and in conjunction with principals , implements promising procedures. • Ensures that all applicable grants are identified and submitted to further enhance learning. • Conducts effective supervision and evaluation processes for library clerks/technicians. • Ensures that grant reporting is compliant with grant requirements and HPSPD policy.

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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.	• Character Education program frameworks • Assurance measures • Satisfaction surveys • Superintendent's 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. • Ensures the nutrition program supports student wellness. • Ensures that a relevant character education program is operational in each school.
2.2 Provides oversight of the Nutrition Program.		
2.3 Oversees and promotes the development of character education programs that reflect the local context of each school		

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Role Expectation: Human Resources Management	Evaluation Evidence	Quality Indicators
3.1 Assists the Superintendent as required with oversight of human resources management of Library Services, the nutrition program and the overseeing of fiscal responsibility of grants and their coordination.	• Personnel demographics • Job descriptions • Supervision and evaluation processes for staff. • Staff professional development	• Develops and updates administrative procedures relative to “direct reports”. • Supports effective staff selection processes. • Effectively implements performance appraisal processes for direct reports. • Supports the HPSD professional development program for staff.

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Role Expectation: Fiscal Responsibility	Evaluation Evidence	Quality Indicators
4.1 Makes recommendations to the Superintendent regarding staffing for libraries, nutrition and other projects. 4.2 Develops a budget within the parameters and constraints of the HPSD budget. 4.3 Ensures the proper fiscal management of budget allocations. 4.4 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility. 4.5 Operates in a fiscally prudent and responsible manner.	• Budget recommendations • Budget preparation • Budget expenditures • Year-end projections • Value For Money analyses • Superintendent 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 as required. • 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
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. 5.1 Ensures application of Board policies or administrative procedures as required in the performance of duties.	● Board Policy Handbook ○ new policies ○ revised policies ● Administrative Procedures Manual ○ new procedures ○ revised procedures ● Superintendent observations	● Reviews Board policies impacting areas of responsibility and brings recommendations for any changes to the Superintendent. ● 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
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 an HPSD culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion. 6.3 Makes provisions for new or revised special projects as the environment demands.	• Alberta Education feedback • Personal calendar • Emergency preparedness plans/procedures • Superintendent 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. • Effectively responds to emergency/crisis situations. • Effectively responds to approved new or revised special projects.

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Role Expectation: Communications and Community Relations	Evaluation Evidence	Quality Indicators
7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility. 7.2 Ensures students, staff and parents have a high level of satisfaction with the services provided within areas of responsibility. 7.3 Investigates and facilitates resolution of concerns and conflicts. 7.4 Develops relationships with community partners and post-secondary institutions to encourage students to expand their learning beyond the classroom.	• Memos and correspondence • HPSPD publications • Presentations • Satisfaction surveys • Conflict resolution • Superintendent 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. • Develops relationships with outside agencies beyond K-12 education.

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Role Expectation: Superintendent Relations	Evaluation Evidence	Quality Indicators
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. 8.1 Provides the information the Superintendent requires to perform the role in an exemplary fashion.	• Reports • Personal contacts, emails, phone calls • Superintendent observations	• Implements directions of the Superintendent 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. • Keeps the Superintendent informed about operations within areas of responsibility.

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Role Expectation: Leadership Practices	Evaluation Evidence	Quality Indicators
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.	• Self reflection • Superintendent 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. • Empowers others. • Effectively solves problems. • Models high ethical standards of conduct. • Exercises leadership consistent with the HPSPD's stated vision, mission and values. • Models a commitment to personal and professional growth.