

ROLE OF COORDINATOR OF PROGRAM PLANNING AND SPECIAL PROJECTS

Background

Guided by the High Prairie School Division's (HPSD's) vision, mission, and core values, the Coordinator of Program Planning and Special Projects will assist the Superintendent with the primary responsibility of supporting schools in the HPSD with coordination of services, in tandem with the Career Coach Lead, implementing directives/projects from the Office of the Superintendent and other HPSD programs or initiatives.

The Coordinator of Program Planning and Special Projects is directly responsible and accountable to the Superintendent.

Procedures

The Coordinator of Program Planning and Special Projects will have specific responsibilities for:

1. Student Learning

- 1.1. Ensures the effective implementation of projects in the HPSD.
- 1.2. Monitors and implements yearly timetabling and completes the assignable time review to address student programming opportunities in schools throughout HPSD.
- 1.3. Seeks out grants and funding possibilities to support programming, research and other projects within the HPSD.
- 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 HPSD.

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.
- 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.

3. Human Resources Management

- 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.

4. Fiscal Responsibility

- 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.

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 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 provision for new or revised special projects as the environment demands.

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 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 student to expand their learning beyond the classroom.

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 462A - Performance Assessment Guide (PAG) for Coordinator of Program Planning and Special Projects

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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