

#1254356

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL
STAFF JOB DESCRIPTIONS****POSITION TITLE: ADMINISTRATOR, CURRICULUM, ASSESSMENT &
SCHOOL COMMUNITY SUPPORT****REPORTS TO:** Superintendent or designate**SUPERVISES:** Professional staff (Coaches, Early Years Support Teacher)**JOB GOALS:** To facilitate and support schools in collaboration and professional learning to ensure high levels of personal achievement for students through high -yield and equitable practices.

To support schools/community communication and collaboration towards meaningful, safe, and caring environments.

QUALIFICATIONS:

- Either Level I Administrator's Certificate or Certificate in School Leadership (Manitoba Education)
- Masters Degree in Education (from an accredited University)
- The ability to communicate in both official languages is considered an asset
- Knowledge of and practical work in staff supervision, leadership, high-yield pedagogical approaches, PLC work and instructional coaching models

RESPONSIBILITIES:

- To support schools in building capacity and capability in Pedagogical Practices, Learning Environments, Learning Partnerships, Leveraging Digital in curriculum, instruction, and assessment practices.
- To support schools in ensuring high levels of achievement in literacy and numeracy for each student through high yield and equitable practices.
- To support schools with the collection and analysis of student achievement data to inform instructional practice and school & division planning and reporting.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-40**

- To support schools in promoting reflection and collaborative inquiry
- To support schools in ensuring accountability for continuous improvement.
- To support the enhancement of divisional leadership capacity, through support and mentorship for new and aspiring school leader
- To collaborate with Manitoba Education and Training, outside agencies and community partners to enhance service delivery towards inclusive practices.
- To oversee an annual Continuous Improvement Report to the Administration, which summarizes the previous year's assessment and evaluation, and testing developments, outlines a plan of action for the coming year and advises the Administration on related developments.
- To coordinate the Annual Planning process at the school and Division levels.
- To assist in the planning of Divisional PD sessions with MANTE and CUPE staff where required.
- To assist with communication and collaboration between home and school.
- To develop budget recommendations and to provide expenditure control on established budgets for curriculum, instruction and assessment support services.

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