

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-46**

#1254356

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL
STAFF JOB DESCRIPTIONS****POSITION TITLE: DIRECTOR, CURRICULUM, ASSESSMENT AND
PROFESSIONAL LEARNING****REPORTS TO:** Superintendent/Chief Executive Officer or designate**SUPERVISES:** Instructional Support Teachers, Coordinators and Educational Assistants, and the Supervisor, Library and Media Services**JOB SUMMARY:** To be the primary analytic and research designate for the Division providing multiple sources of data to support decision-making related to strategic plans, policies, and improvement goals.**KEY ACCOUNTABILITIES:**

1. To support school leadership to ensure high levels of achievement in literacy and numeracy across the curricula for each student through high yield and equitable practices.
2. To support schools/community communication and collaboration towards meaningful, safe, and caring environments.
3. To provide oversight in training and resources to all levels of Division staff in the use of data-gathering and statistical tools to monitor the progress of improvement initiatives.
4. To support school leaders (formal and informal) in promoting the processes of data analysis of student achievement, reflection and collaborative inquiry informed by school and divisional improvement goals, and to support school leadership in ensuring accountability for continuous improvement.
5. To co-plan and organize meetings of administrators and coordinators for the purpose of providing a cohesive direction for schools.
6. To act as a direct liaison between the Superintendent's department and school administrators; and to negotiate community responses and supports to assist with communication and collaboration between home and school.
7. To collaborate with the province, outside agencies and community partners to enhance service delivery towards inclusive practices.

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8. To oversee an annual Continuous Improvement Report to the Administration, which summarizes the previous year's academic achievement, outlines a plan of action for the coming year and advises the Administration on related developments.
9. To coordinate the Annual Planning process at the school and Division levels.
10. To assist in the planning of Divisional PD sessions with MTS, MANTE and CUPE staff where required.
11. To develop budget recommendations and to provide expenditure control on established budgets for curriculum, instruction, and assessment.
12. To initiate and supervise the administration and interpretation of the results of periodic Division and school surveys of students, graduates, staff, and community; and to interpret the results of these surveys and make recommendations to the Superintendent/Chief Executive Officer.
13. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Education
- 10 Years School Administration experience at all levels
- Significant experience in instructional leadership
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

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