



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Diversity, Learning, Perseverance, and Responsibility
Our Vision Learning Without Limits...Achievement For All

Curriculum Consultant

Portfolio:	Education Services
Reports Directly to:	Superintendent of Learning
Reports Indirectly to:	Director of Education
Department/Location:	Good Spirit Education Complex – Yorkton, SK
Salary Range:	STF Grid plus Consultant LINC Allowance
Last Updated:	January 2024

Profile

The Curriculum Consultant reports to the Superintendent of Learning. The Curriculum Consultant is assigned the following general areas of responsibility: coordination of curriculum implementation, instruction, assessment, and resources

Without restricting the generality of the overview above, the Curriculum Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Educational Leadership

Role Expectations:

- RE 1.1 Provides leadership and support in all matters relating to K-12 curriculum, assessment, and instruction. Specific areas of responsibilities to be assigned by the direct supervisor.
- RE 1.2 Assists the Superintendent of Learning in supporting administrators and teachers to ensure students can meet the standards of education set by the Ministry.
- RE 1.3 Creates and supports the implementation of administrative procedures relevant to areas of assigned responsibility.
- RE 1.4 Ensures accurate, regular, and effective evaluation of students within areas of assigned responsibility.

Quality Indicators relative to educational leadership:

- QI 1.1 The Curriculum Consultant conducts an analysis of student success and ensures development of action plans to address concerns within areas of assigned responsibility.
- QI 1.2 The Curriculum Consultant assists the Superintendent of Learning to identify trends and issues related to student achievement in areas of assigned responsibility to inform the setting of yearly priorities and outcomes.
- QI 1.3 The Curriculum Consultant meets all timelines with provision for appropriate Superintendent input relative to the annual review of priorities and outcomes within areas of assigned responsibility.
- QI 1.4 The Curriculum Consultant ensures instruction, intervention, and assessment practices are implemented in a timely manner and in accordance with provincial and division mandates.
- QI 1.5 The Curriculum Consultant conducts an analysis of resources and professional development opportunities in order to ensure the most recent and relevant curriculum, instruction and assessment supports are in place.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensure fiscal responsibility in relation to areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Adequate internal financial controls exist and are being followed in areas of responsibility.
- QI 2.2 Reviews expenditures to ensure continuous improvement in terms of value for money.

3. Personnel Management

Role Expectations:

- RE 3.1 Ensures exemplary practice in the area of curriculum, assessment and instruction support is provided to administrators and teachers, and other school-based personnel or external service providers that may fall into assigned areas of responsibility.
- RE 3.2 Provides direct supervision of curriculum coaches, and any other school-based personnel or external service providers that fall under assigned areas of responsibility resulting in the achievement of prescribed outcomes and student engagement and well-being.

Quality Indicators relative to personnel management:

- QI 3.1 The Curriculum Consultant conducts regular formative evaluations of any direct reports.
- QI 3.2 The Curriculum Consultant models a commitment to personal and professional growth.
- QI 3.3 The Curriculum Consultant fosters high standards of instruction, research-based practices and professional improvement in areas of assigned responsibility.
- QI 3.4 The Curriculum Consultant provides professional development to coaches, administrators, teachers and any other school-based personnel or external services providers that fall under areas of responsibility.
- QI 3.5 The Curriculum Consultant models high ethical standards of conduct.
- QI 3.6 The Curriculum Consultant ensures optimum utilization of time and resources in consultation with the Superintendent of Learning.

4. Policy and Administrative Procedures

Role Expectations:

- RE 4.1 Creates and supports the implementation of relevant assigned administrative procedures with integrity in a timely fashion.

Quality Indicators relative to policy role:

- QI 4.1 The Curriculum Consultant provides guidance to schools in alignment with Aps pertinent to their areas of assigned responsibility.
- QI 4.2 The Curriculum Consultant makes timely recommendations to the Superintendent of Learning regarding assigned administrative procedures to ensure they are kept current and effective.

5. Curriculum Consultant/Superintendent Relations

Role Expectations:

- RE 5.1 Establishes and maintains positive, professional working relations with the Superintendent of Learning.
- RE 5.2 Honours and facilitates the implementation of the Superintendent's roles and responsibilities as defined in AP 470-1.1.
- RE 5.3 Provides the information which the Superintendent of Learning requires to perform their role.

Quality Indicators relative to Curriculum Consultant/Superintendent of Learning relations:

- QI 5.1 The Curriculum Consultant keeps the Superintendent of Learning informed

about actions and operations within areas of assigned responsibility.

- QI 5.2 The Curriculum Consultant interacts with the Superintendent of Learning in an open, honest, proactive, and professional manner.
- QI 5.3 The Curriculum Consultant contributes positively to the effectiveness of Superintendent and School Based Team meetings.
- QI 5.4 The Curriculum Consultant implements Superintendent of Learning directions with integrity in a timely manner so they can perform their duties in an exemplary fashion.

6. Communications and Community Relations

Role Expectations:

- RE 6.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 6.1 The Curriculum Consultant represents the Division in a positive, professional manner.
- QI 6.2 The Curriculum Consultant manages conflict effectively.
- QI 6.3 The Curriculum Consultant consistently demonstrates a commitment to Division values as noted in Policy 1. In addition, consistently models servant leadership and positive ambassadorship.
- QI 6.4 The Curriculum Consultant serves as liaison between the Ministry of Education and the Superintendent of Learning.
- QI 6.5 The Curriculum Consultant serves as liaison between the Superintendent of Learning and direct reports.

7. Strategic Planning & Reporting

Role Expectations:

- RE 7.1 Supports the strategic planning process.
- RE 7.2 Implements plans as approved.

Quality Indicators relative to strategic planning and reporting:

- QI 7.1 The Curriculum Consultant assists the Superintendent of Learning in achieving the key results identified in the Provincial Education Plan within areas of assigned responsibility.

QI 7.2 The Curriculum Consultant reports at least annually on results achieved within areas of assigned responsibility.

8. Organizational Management

Role Expectations:

RE 8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal and Ministerial mandates and timelines within areas of assigned responsibility.

Quality Indicators relative to organizational management:

QI 8.1 The Curriculum Consultant ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.

9. Leadership Practices

Role Expectations:

RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices:

QI 9.1 The Curriculum Consultant provides clear direction.

QI 9.2 The Curriculum Consultant provides effective educational leadership.

QI 9.3 The Curriculum Consultant establishes and maintains positive, professional working relationships with staff.

QI 9.4 The Curriculum Consultant unites people toward achieving the Board's goals.

QI 9.5 The Curriculum Consultant demonstrates a high commitment to the needs of students.

QI 9.6 The Curriculum Consultant is trusted by subordinates.

QI 9.7 The Curriculum Consultant empowers others.

QI 9.8 The Curriculum Consultant effectively solves problems.

Qualifications

- Bachelor of Education
- Master's degree in an Education related discipline a definite asset
- 5 plus years experience in a Pre-K – 12 educational environment
- Valid Class 5 Driver's License

Knowledge, Skills, and Abilities

- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to deal with people sensitively and professionally.
- Excellent knowledge of best practices in education.
- An understanding of current trends and development in Pre-K to Grade 12 education.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division's Strategic Plan.
- Ability to design and deliver training and professional development.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of education partners and employee groups.
- On-going commitment to personal professional growth and development.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures, and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity daily.
- Displays a positive attitude toward others, their work, schools, and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- STF based on a 10-month calendar
- Some travel is required
- Office location is determined by the Superintendent of Learning