

Board Development Topic: The Role of the Consultant

Date of Board Meeting:

August 15, 2024

Strategic Priority:

- High Quality Teaching and Learning
- Engagement of All Students, Families, and Communities
- Effective Policy and Procedures
- Healthy, Sustainable Physical & Social Environments

Quality Indicator(s):

QI 1.1 Facilitating environments where students feel a sense of belonging and have high levels of intellectual engagement.

QI 2.1 Analyzing student achievement and ensuring the development of action plans to address concerns and gaps.

QI 2.2 Identifying trends and issues related to student achievement, informing yearly priorities and outcomes.

Information for the Board (10 fast facts):

1. Consultants within the Good Spirit School Division report directly to the Superintendent of Learning and currently fall into the following three categories with general responsibilities:
 - a. Student Services Consultants
 - i. Coordinating student support teachers and their school teams
 - ii. Supervision of Professional Service Providers and contracted external service providers
 - iii. Coordination of educational assistant staffing
 - iv. Responsive instruction, including the use of the Adaptive Dimension
 - v. Reducing or eliminating barriers to learning
 - vi. Individual Intervention Plans
 - vii. Coordination for schools and families with partner agencies
 - b. Curriculum Consultants
 - i. Coordination of PreK-12 curriculum implementation
 - ii. Implementation of high yielding practices in instruction and assessment
 - iii. Curriculum resources
 - iv. Tier 1 and 2 Intervention
 - v. Library functioning
 - vi. Transitioning students to post-secondary opportunities
 - c. Digital Learning Consultants
 - i. Leading and supporting end users with technology integration for their role
 - ii. Support staff with effectively implementing the use of technology to leverage learning and meet students' needs
 - iii. Coordination of all online subscriptions, education software, and learning management systems
2. Consultants possess in-depth knowledge of educational best practices and current trends within their area of study. Many have a master's degree in an education-related discipline and several years of

experience in Pre-K – 12 educational environments prior to becoming a consultant. Consultants are expected to continue to engage in professional development and training that will support them in their role.

3. All consultants provide educational leadership within the school division through classroom visits, modelling, team meetings, supporting professional learning communities, developing support material, and providing professional development.
4. Managing finances within their area of responsibility is crucial. This involves maintaining internal financial controls, ensuring value for money in expenditures and procuring resources.
5. Consultants may have direct supervisory responsibilities of other school division personnel such as professional service providers while others support in-school administrators with the supervision of employees such as educational assistants and library technicians.
6. Part of the consultant's work includes reviewing, updating and developing administrative procedures while also guiding schools in aligning their practices with these procedures. In the past two school years, the Education Services team has updated over 40 APs, Forms and Job Descriptions. Consultants were instrumental in this work.
7. The consultants serve as a liaison between schools and Ed. Council providing updates on initiatives and practices currently implemented and supported in schools while also providing feedback and guidance on how to continue meeting the diverse needs of our schools.
8. Consultants support and implement the Provincial Education Plan and GSSD's strategic plan through the development and implementation of workplans that align with the provincial and division plans within their area of responsibility. This includes collecting, analyzing and reporting on data to determine the impact of their workplans on student growth and achievement. Consultants meet regularly with the Superintendent of Learning to review work plans and data.
9. The consultants support the Superintendent of Learning with ensuring that the Good Spirit School Division is compliant with legal and ministerial mandates.
10. Ultimately, the role of the consultants is to support senior leadership, in-school administrators, classroom teachers, and paraprofessionals in ensuring students can meet the standards of education set by the Ministry.

Respectfully submitted,

Quintin M. Robertson, Director/CEO
Good Spirit School Division