
ROLE OF DIRECTOR – CURRICULUM AND ASSESSMENT

Background

Guided by the Division's vision, mission, beliefs, values, and goals, the Director - Curriculum and Assessment will assist the Assistant Superintendent – Board Relations, Communication, Curriculum, Instruction and Assessment, in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Director - Curriculum and Assessment is directly responsible and accountable to the Assistant Superintendent – Learning Services.

The Director - Curriculum and Assessment will have specific responsibilities for:

1. Leadership Practices

- 1.1 The Director - Curriculum and Assessment is viewed positively and has the support of those with whom he/she works most directly in carrying out his/her responsibilities.
- 1.2 Works collaboratively with the Assistant Superintendent – Board Relations, Communication, Curriculum, Instruction and Assessment.
- 1.3 Actively demonstrates and subscribes to the practice of educational leadership.
- 1.4 Monitors the achievement of the goals established for the Department and Division related to the duties of the position.
- 1.5 Develops and implements a personal professional growth plan for their ongoing professional improvement.
- 1.6 Works with all schools and within the department to implement strategies for enhancing student learning.
- 1.7 Works to achieve goals approved by the Superintendent of Schools for the Division and the Department.
- 1.8 Liaises with school regarding Division/school planning, reporting and inclusive practices on a regular basis.
- 1.9 Develops and implements special program initiatives and other duties as assigned by the Assistant Superintendent – Board Relations, Communication, Curriculum, Instruction and Assessment.
- 1.10 Develops and implements a personal professional growth plan for their ongoing professional improvement.

2. Curriculum

- 2.1 Works collaboratively to offer and deliver support to programs and school staff.
- 2.2 Develops plans for the implementation of new and revised curriculum, resources, and/or other programs.
- 2.3 Liaises with schools regarding professional learning and/or professional development activities associated with identified areas of responsibility.
- 2.4 Provides support to school and the Division to address educational initiatives that serve to enhance student learning and achievement.
- 2.5 Work with provincial partners to provide programming supports aligned with curriculum outcomes.

3. Assessment

- 3.1 Engages in ongoing communications with department staff on all aspects of assigned responsibilities.
- 3.2 Works collaboratively with personnel to plan and implement professional learning activities for staff.
- 3.3 Ensures that supports for the planning and reporting process are established across the Division to facilitate improved teaching and learning in each school.
- 3.4 Monitors data collection and uses this information collaboratively in decision making.
- 3.5 Actively, and in a timely manner, addresses the strategies identified in the Three- Year Education Plan and Annual Education Results Report.

4. Mentorship

- 4.1 Establish and maintain a trustful, confidential and non-evaluative relationship with beginning teachers to help develop their autonomy as professionals.
- 4.2 Use knowledge and expertise to deepen beginning teachers' application of the Teaching Quality Standard.
- 4.3 Encourage beginning teachers to identify instructional resources and support throughout the jurisdiction.
- 4.4 Promote collegiality and build community among new teachers by providing professional development.
- 4.5 Coordinates with the Deputy Superintendent - Human Resources for the organization and delivery of a new teacher in-service.
- 4.6 Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.

5. Board and System Relations

- 5.1 Establishes and maintains positive professional working relations with the Board and all central office staff.
- 5.2 Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.
- 5.3 Provides leadership in the development of Board Policies and Administrative Procedures, as assigned by the Superintendent.

6. Assistant Superintendent – Board Relations, Communication, Curriculum, Instruction and Assessment.
 - 6.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent — Board Relations, Communication, Curriculum, Instruction and Assessment.
 - 6.2 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board policy and encourages staff to do the same.
 - 6.3 Provides the information the Assistant Superintendent – Board Relations, Communication, Curriculum, Instruction and Assessment requires to perform their role in an exemplary fashion.
 - 6.4 Performs tasks as may be assigned by the Assistant Superintendent — Board Relations, Communication, Curriculum, Instruction and Assessment.
7. Superintendent Relations
 - 7.1 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board Policy and encourages staff to do the same.
 - 7.2 Establishes and maintains positive, professional working relations with the Superintendent.
 - 7.3 Provides the information the Superintendent requires to perform their role in an exemplary fashion.
 - 7.4 Performs other duties and obligations as assigned by the Superintendent.

Reference: Section 11, 33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Teaching Profession Act

Approved: June 6, 2007

Amended: August 26, 2015; March 21, 2018; July 1, 2018; July 3, 2020