



Learning Coordinator

Administrative Procedure 2.B.296

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Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference: Public Schools Act, Education Administration Act

Date Adopted: September 2021

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

General Responsibilities:

The Learning Coordinator will provide leadership and coordination to both Student Services and Curriculum departments within the division in close cooperation with Senior Administration, Principals, Clinicians, and Curriculum Consultants. The primary responsibility of the Learning Coordinator is to work collaboratively with school staff and coordinate services and supports for students at all tiers of intervention in the Response to Intervention service delivery model.

The Learning Coordinator functions as a divisional team member, providing efficient and effective educational services within the school division and reports to the Superintendent.

Specific Responsibilities and Duties:

1. Coordinates all aspects of Student Services programming in the division.
2. Provides leadership and recommendations to school student services teams for improvement; establishes new programs based on evidence-based practices; develops and implements policies, administrative procedures, and programs essential to Student Services.
3. Provides leadership and recommendations to school teams related to numeracy and literacy programming; supports school team initiatives in numeracy and literacy by coordinating Professional Development, Action Research and Collaborative Teams; supports Intervention Teachers in using

evidence-based practices to guide their work.

4. Keeps informed of the legal requirements respecting Student Services and other areas of responsibility.
5. Develops and implements administrative procedures and programs consistent with inclusion and appropriate educational programming and other procedures related to Student Services.
6. Assists Principals and division staff in interpreting Board policy and division administrative procedures related to Student Services.
7. Assists with the educational planning and program evaluation guided by the division's vision and mission statements.
8. Promotes and develops a culture of inclusion and appropriate educational programming within the division.
9. Serves as the divisional liaison with local, provincial and federal agencies involved with students with special needs.
10. Coordinates the programming for students with special learning needs.
11. Determines support staff allocations at each school to support school student services programming.
12. Develops and implements divisional transition programs.
13. Advises on the transportation needs of students with special needs.
14. Advises on facility needs of students with special needs.
15. Develops and implements a Clinical Services model and leads the Clinician team.
16. Provides day to day support and guidance to Clinicians.
17. Coordinates and participates in Educational Assistant Staff Development.
18. Identifies Professional Development needs for school personnel in areas of Student Services, Numeracy and Literacy instruction and assessment and coordinates, designs, and/or delivers opportunities for staff professional learning.

19. Provides guidance in the recruitment and hiring of Student Services personnel (i.e. Educational Assistants, Resource Teachers and Guidance Counselors).
20. Collects and compiles the necessary data and information required by the division and the province regarding Student Services, Numeracy, and Literacy initiatives.
21. Administers the annual budget allocations for Student Services.
22. Ensures adherence to relevant divisional administrative procedures and practices for Student Services.
23. Attends and reports to Evergreen School Board meetings as required.
24. Attends and reports to Leadership Team meetings and other Evergreen Committee meetings as required and assigned.
25. Attends regional and provincial meetings and required.
26. Coordinates student Health Care, Unified Referral and Intake System.
27. Serves as point person for the Divisional Risk and Threat Assessment.
28. Keeps informed of current educational research and practice related to Student Services, Numeracy, and Literacy.
29. Demonstrates personal professional growth and development in all areas within the scope of this position.
30. Develops presentations and reports related to the scope of the position.
31. Makes recommendations to the Superintendents Department as necessary pertaining to matters related to Student Services, numeracy and literacy initiatives.
32. Performs any other related duties as may be assigned by the Superintendent's Department.

Skills and Qualifications

- Certification of eligibility for certification as a teacher in Manitoba;
- Special Education Certificate;

- Special Education Coordinator Certificate (or eligibility);
- Master's degree in Education (or equivalent);
- Minimum of 5 years of exemplary teaching experience (preferably at a variety of levels);
- Minimum 3 years' experience as a Resource Teacher;
- Extensive knowledge and experience in Student Services (pre-K to Gr. 12);
- Extensive knowledge and experience with K-12 math curriculum;
- Extensive knowledge and experience with implementation of structured literacy and related initiatives;
- Extensive knowledge and experience in Response to Intervention and Universal Design for Learning service delivery models;
- Experience and ability to mentor teachers and deliver workshops;
- Skills in data analysis and interpretation;
- Ability to collect, organize, and interpret data on the progress of children progressing through intervention;
- Experience in working with boards, committees, government departments and agencies.

Personal Skills Essential to the Position

- Commitment to partnerships with students, parents and communities;
- Commitment to achievement for all students;
- Demonstrated fiscal management, analytical and problem-solving skills;
- Ability to work independently, exercising sound judgement and resourcefulness;
- Strong communication (written and oral) and public relation skills;
- Exceptional ability to form positive relationships with staff;
- Strong organizational, interpersonal and collaborative skills.