



Learning Consultant

Administrative Procedure 2.B.165

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

Legal Reference: Public Schools Act, Education Administration Act

Date Adopted: January, 2004

Date Amended: October, 2006; April, 2010; April, 2013; April 2016

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 essential role of the Learning Consultant is to provide leadership in the development and implementation of curriculum-based program and learning initiatives in support of the Evergreen Education Plan. The Learning Consultant will report to the Assistant Superintendent. The position is based in Gimli, with the Consultant spending most of the time on-site in schools and classrooms.

Specific Responsibilities and Duties:

The Learning Consultant will provide leadership and support as follows:

1. Implement the division Education Plan with primary emphasis on Literacy, Numeracy and Assessment.
2. Design, deliver, and arrange professional learning opportunities to support student learning.
3. Consult with schools in the process of evaluation, acquisition and implementation of learning resources for Literacy, Numeracy and Assessment.
4. Work directly with teachers to enhance instructional practice based on Division-approved frameworks.
5. Model and plan for appropriate teaching and learning strategies through in-class demonstrations, co-teaching, and/or collaborative planning with teachers.

6. Manage provincial, divisional and school-based assessments and reporting initiatives.
7. Participate in division Leadership Team and other division-based meetings related to teaching and learning.
8. Liaise with Manitoba Education personnel in the support of division plans.
9. Research current practice and methodologies related to Literacy, Numeracy, and Assessment, and share with staff.
10. Attend workshops and meetings relevant to the scope of the position.
11. Consult with school teams in the pursuit of divisional literacy and numeracy outcomes and indicators.
12. Develop presentations, reports and/or articles related to the scope of the position.
13. Manage EDI and EYE-DA data collection in support of Kindergarten and JK programming.
14. Manage Department grants as assigned.
15. Support divisional Library services and TRC.
16. Perform other related duties as may be assigned by the Superintendents.

Skills and Qualifications

- Minimum of 5 years of exemplary teaching experience (preferably at a variety of levels)
- Excellent interpersonal and communication skills
- Extensive knowledge and experience in early literacy and numeracy learning and assessment (formal training would be considered an asset)
- Extensive knowledge and experience in tiered intervention models (formal training would be considered an asset) and Universal Design for Learning
- Extensive understanding of learning expectations in literacy and numeracy in a variety of grade levels
- Experience and ability to mentor teachers and deliver workshops
- Skills in data analysis and interpretation
- Knowledge of assessment methods for early literacy achievement, running records, and local continua (reading and writing).
- Ability to collect, organize, and interpret data on the progress of children progressing through intervention.
- Ability to coordinate intervention with Student Services Teams and classroom teachers.

Employment Requirements

- Manitoba Teacher Certification
- Demonstrated leadership experience at the school, division or provincial level
- Driver's license and access to a vehicle