



Literacy and Assessment Consultant

Administrative Procedure 2.B.180

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

Legal Reference:

Date Adopted: October, 2006

Date Amended:

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 honor 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.

Reporting to the Superintendent, this position is responsible for providing leadership and coordination in the planning and delivery of literacy implementation and assessment initiatives within Evergreen School Division.

RESPONSIBILITIES AND DUTIES:

1. Develop and maintain a divisional strategic plan to support literacy and assessment implementation in school programming.
2. Consult with schools/school team leaders in the development of literacy and assessment professional learning goals and plans.
3. Organize and deliver professional learning opportunities for teachers in literacy implementation and assessment.
4. Liaise with Manitoba Education & Youth personnel in the support of divisional initiatives in literacy and assessment implementation.
5. Consult with teachers regarding literacy and assessment implementation strategies.
6. Coordinate the administration and marking of Provincial and Divisional Standards Tests and other assessment initiatives.
7. Research and report on current practice and methodologies to be used by professional staff in delivering effective programs.
8. Model appropriate teaching strategies through in-class demonstrations.
9. Attend workshops and meetings relevant to the scope of the position.
10. Establish partnerships with outside agencies and organizations in the development of innovative programs for the school division.
11. Apply for special grants to support educational programming within the school division.
12. Produce reports (as requested) related to the scope of the position.
13. Play a leadership role in the following activities –
Work with Teachers/Principals

- ◆ Meeting/planning with principals
- ◆ Individual consultations with teachers
- ◆ Model lessons in classrooms
- ◆ Workshops for teachers

Meetings

- ◆ Leadership Team
- ◆ Divisional Committee meetings
- ◆ PDAC
- ◆ Informational meetings for parents
- ◆ Participation in the interview process (upon request)
- ◆ Board meetings (as requested)

Professional Development

- ◆ Attending workshops
- ◆ Professional readings

Office Work

- ◆ Reviewing materials and gathering resources
- ◆ Preparing instructional support documents and newsletters
- ◆ Travel to schools
- ◆ Phone/e-mail/making appointments
- ◆ photocopying