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**ADMINISTRATIVE PROCEDURE 486 B**

**LEARNING SERVICES SUPERVISOR: INCLUSIVE LEARNING  
ROLE AND RESPONSIBILITY STATEMENT**

**Background**

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Learning Services Supervisor: Inclusive Learning will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in provincial statute, Alberta Education Policy, and Board Policy.

**Procedures**

The Learning Services Supervisor: Inclusive Learning will report directly to the Assistant Superintendent – Learning Services and will have specific responsibilities for:

1. Leadership Practices
  - 1.1 The Learning Services Supervisor: Inclusive Learning 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 – Learning Services.
  - 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 the Division related to the duties of the position.
  - 1.5 Develops and implements a personal professional growth plan for his/her ongoing professional improvement.
  - 1.6 Works with the schools and within the department to implement strategies for enhancing student learning.
  - 1.7 Supports and advocates for implementing school-based and school-linked teams.
  - 1.8 Works to achieve goals approved by the Superintendent of Schools for the Division and the Department.
  - 1.9 Liaises with school regarding Division/school planning, reporting and inclusive practices on a regular basis.

- 1.10 Develops and implements special program initiatives and other duties as assigned by the Assistant Superintendent - Learning Services.
  - 1.11 Provides supervision, evaluation, and supports to individuals reporting to this position.
2. Student Programs
- 2.1. Works collaboratively with schools and Learning Services personnel to deliver support to students, families, school staff and programs.
  - 2.2. Develops plans for the implementation and communication of programs and policies relative to the position.
  - 2.3. Liaises with schools regarding professional learning and/or professional development activities associated with identified areas of responsibility.
  - 2.4. Work with a variety of interagency partners such as Regional Collaborative Service Delivery, Alberta Health Services, Child and Family Services and Family Support for Children with Disabilities to provide programming support and referrals for students.
  - 2.5. Monitor the implementation of student programs that address meeting the needs of every student to reach high levels of learning and success.
3. Planning and Reporting Processes
- 3.1 Engages in ongoing communications with the Learning Services Department staff on all aspects of assigned responsibilities.
  - 3.2 Works collaboratively with Learning Services 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 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. Fiscal Responsibility
- 4.1 Demonstrates fiscally responsible decision-making within the scope of his/her responsibility.
  - 4.2 As required, works collaboratively in setting and monitoring department budgets.
  - 4.3 Through the Assistant Superintendent – Learning Services, plans, monitors, and directs the Inclusive Learning supports operation and capital budget and other budgets as required.

- 4.4 Budgets, purchases and supports resourcing of Inclusive Learning at Division level.
- 4.5 Plans, develops, and monitors extended stakeholder contracts.
- 5. Personnel Management
  - 5.1 Manages, supervises and deploys all school-linked personnel and contractors.
  - 5.2 Works to improve and facilitate Division-wide leadership and professional staff development strategies.
  - 5.3 Provides advice and input into negotiations to the Assistant Superintendent – Business Services as required, regarding instructional profession outside ATA negotiations.
  - 5.4 Under the direction of the Assistant Superintendent – Learning Services, provide supervision and evaluation of “direct reports”.
- 6. Board and System Relations
  - 6.1 Establishes and maintains positive professional working relations with the Board and all ESC staff.
  - 6.2 Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.
- 7. Initiatives
  - 7.1 Ensures the implementation, support and monitoring for the effectiveness of initiatives that align with improved student learning. These initiatives shall be assigned in writing by the Assistant Superintendent – Learning Services and may be changed from time to time.
- 8. Policy
  - 8.1 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.
- 9. Other Duties and Obligations
  - 9.1 Performs other duties and obligations as assigned by the Assistant Superintendent - Learning Services.

Reference: Section 60, 61, 96, 113 School Act

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