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**ADMINISTRATIVE PROCEDURE 486 C**

**LEARNING SERVICES SUPERVISOR: CURRICULUM AND FNMI  
ROLE AND RESPONSIBILITY STATEMENT**

**Background**

Guided by the Division's mission statement, vision statement, beliefs, and statement of values the Learning Services Supervisor: Curriculum and FNMI 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: Curriculum and FNMI will report directly to the Assistant Superintendent – Learning Services and will have specific responsibilities for:

1. Leadership Practices
  - 1.1 The Learning Services Supervisor: Curriculum and FNMI 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 schools regarding Division/school planning, reporting, curriculum and FNMI supports on a regular basis.

- 1.10 Develops and implements special program initiatives and other duties as assigned by the Assistant Superintendent – Learning Services.
2. Curriculum
  - 2.1 Works collaboratively to offer and deliver support to programs and school staff.
  - 2.2 Develops plans for the implementation and/or communication of new and revised curricula, 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 a variety of interagency, community, regional and provincial partners to provide programming supports aligned with curriculum outcomes.
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 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. 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 Curriculum and FNMI budgets.
  - 4.4 Budgets, purchases, and responsible for appropriate resourcing at the Division level.
  - 4.5 Plans, develops, and monitors extended stakeholder contracts.

## 5. Personnel Management

- 5.1 Manages, supervises and deploys all curriculum/FNMI supports.
- 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 Curriculum/FNMI personnel.
- 5.4 Under the direction of Assistant Superintendent – Learning Services provides for the supervision and evaluation of “direct reports”.
- 5.5 Plans and implements Curriculum/FNMI professional learning opportunities.

## 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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