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## **ROLE OF DIRECTOR – CURRICULUM AND ASSESSMENT**

### **Background**

Guided by the Division's vision, mission, beliefs, values, and goals, the Director - Curriculum and Assessment will assist the Assistant Superintendent - Learning Services in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the School Act and Board policy.

### **Procedures**

The Director - Curriculum and Assessment is directly responsible and accountable to the Assistant Superintendent – Learning Services.

The Director - Curriculum and Assessment will have specific responsibilities for:

#### **1. Leadership Practices**

- 1.1 The Director - Curriculum and Assessment 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 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 all 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.

#### **2. Superintendent Relations**

- 2.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 2.2 Establishes and maintains positive, professional working relations with the Superintendent.
- 2.3 Provides the information the Superintendent requires to perform his/her role in an exemplary fashion.

### 3. Curriculum

- 3.1 Works collaboratively to offer and deliver support o programs and school staff.
- 3.2 Develops plans for the implementation of new and revised curricula, resources and/or other programs.
- 3.3 Liaises with schools regarding professional learning and/or professional development activities associated with identified areas of responsibility.
- 3.4 Provides support to school and the Division to address educational initiatives that serve to enhance student learning and achievement.
- 3.5 Work with a variety of interagency, community, regional and provincial partners to provide programming supports aligned with curriculum outcomes.

### 4. Assessment

- 4.1 Engages in ongoing communications with the Learning Services department staff on all aspects of assigned responsibilities.
- 4.2 Works collaboratively with Learning Services personnel to plan and implement professional learning activities for staff.
- 4.3 Ensures that supports for the planning and reporting process are established across the Division to facilitate improved teaching and learning in each school.
- 4.4 Monitors data collection and uses this information collaboratively in decision making.
- 4.5 Actively, and in a timely manner, addresses the strategies identified in the Three-Year Education Plan and Annual Education Results Report.

### 5. Mentorship

- 5.1 Establish and maintain a trustful, confidential and non-evaluative relationship with beginning teachers to help develop their autonomy as professionals.
- 5.2 Use knowledge and expertise to deepen beginning teacher's application of Alberta Teaching Standards.
- 5.3 Encourage beginning teachers to identify instructional resources and support throughout the jurisdiction.
- 5.4 Promote collegiality and build community among new teachers by providing professional development.
- 5.5 Coordinates with Deputy Superintendent - Leadership Services and Human Resources the organization and delivery of a new teacher in-service.
- 5.6 Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of master teachers.

### 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.
- 6.3 Provides leadership in the development of Board policies and administrative procedures, as assigned by the Superintendent.

### 7. Initiatives

7.1 Ensures the implementation, support and monitoring for effectiveness of initiatives that aligns with improved student learning. These initiatives shall be assigned by the Assistant Superintendent - Learning Services and may be changed from time to time.

#### 8. Assistant Superintendent – Learning Services Relations

8.1 Establishes and maintains positive, professional working relations with the Assistant Superintendent – Learning Services.

8.2 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board policy and encourages staff to do the same.

8.3 Provides the information the Assistant Superintendent – Learning Services requires to perform her role in an exemplary fashion.

8.4 Performs tasks as may be assigned by the Assistant Superintendent – Learning Services.

#### 9. Superintendent Relations

9.1 Establishes and maintains positive, professional working relations with the Superintendent.

9.2 Honours and facilitates the implementation of the Board’s roles and responsibilities as defined in Board policy and encourages staff to do the same.

9.3 Provides the information the Superintendent requires to perform his/her role in an exemplary fashion.

9.4 Performs other duties as assigned by the Superintendent.

#### 10. Other Duties and Obligations

10.1 Performs other duties and obligations as assigned by the Superintendent.

Reference: Section 18, 20, 45, 45.1, 60, 61, 96, 113 School Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Teaching Profession Act

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