

ROLE OF DIRECTOR OF LEARNING SERVICES

Background

Guided by the Division's mission statement, vision, principles/beliefs, and our motto, the Director of Learning Services will assist in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board policy.

Procedures

The Director of Learning Services is directly responsible and accountable to the Deputy Superintendent.

The Director of Learning Services will have specific responsibilities for:

1. Student Learning

- 1.1 Within areas of responsibility, supports students in the Division to have the opportunity to meet the standards of education set by the Minister.
- 1.2 Provides support for initiatives related to education transformation focused on better serving students.
- 1.3 Fosters conditions that promote the improvement of educational opportunities for all students within an inclusive environment.
- 1.4 Supports the effective implementation of evidence-based inclusive learning practices, including a Collaborative Response (CR) framework and mindset for responsive teaching.
- 1.5 Ensures the effective use of assistive technology to maximize student learning.
- 1.6 Facilitates learning supports for students, including for assessment purposes.
- 1.7 Assists the Deputy Superintendent in ensuring accountability for achievement of approved learning outcomes in selected schools through implementation of a Collaborative Response approach to intervention.
- 1.8 Assists the Deputy Superintendent in providing leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.

2. Student Wellness

- 2.1 Provides support to ensure that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- 2.2 Coordinates the Service Delivery Model to support student access to programs and services.

- 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.

3. Personnel Management

- 3.1 Supervises, evaluates and supports the Learning Supports team.
- 3.2 Supervises, evaluates and reviews the performance of I-Coaches.
- 3.3 Provides leadership and supervision for the Youth Support Program staff.
- 3.5 Builds capacity and empowers school-based staff to provide meaningful and relevant learning experiences for students, especially those identified as “at risk” of being unsuccessful.

4. Fiscal Responsibility

- 4.1 Makes recommendations to the Deputy Superintendent regarding staff and funding allocations to schools to ensure a continuum of supports and services.
- 4.2 Works with the Deputy Superintendent to develop a departmental budget within the parameters and constraints of the Division budget.
- 4.3 Ensures the proper fiscal management of budget allocations within the Department.
- 4.4 Makes recommendations to the Deputy Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
- 4.5 Operates in a fiscally prudent and responsible manner.

5. Policy/Administrative Procedures

- 5.1 Recommends to the Deputy Superintendent the development of or revisions to Board policies or administrative procedures as deemed necessary.
- 5.2 Ensures application of Board policies or administrative procedures as required in the performance of duties and interprets policies, procedures, philosophy, and programs of the Division to Principals, Staff, School Councils and the Community.

6. Organizational Management

- 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Deputy Superintendent directives.
- 6.2 Leads the Division Crisis Response Team and contributes to a Division culture which facilitates positive results, and effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.
- 6.3 Supports effective and appropriate alignment amongst Departments within the organization.
- 6.4 Serves as a Division representative on various groups or organizations related to areas of responsibility.

7. Communications and Community Relations

- 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
- 7.2 Promotes the vision of the province and the Division's Education Plan, reflecting the values and principles of education transformation.
- 7.3 Fosters close ties and develops partnerships with community agencies.
- 7.4 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
- 7.5 Investigates and facilitates resolution of concerns and conflicts.

8. Superintendent Relations

- 8.1 Establishes and maintains positive, professional working relations with the Superintendent, Deputy Superintendent and other members of the team.
- 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 Deputy Superintendent requires to perform his role in an exemplary fashion.
- 8.4 Performs a variety of other tasks as may be assigned by the Deputy Superintendent.

9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of other team members in carrying out the Deputy Superintendent's expectations.
- 9.2 Provides liaison support to school principals in the administration of selected schools including support for students and parents in resolving matters.
- 9.3 Exhibits a high level of personal, professional and organizational integrity.

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