

Roles and Responsibilities of Educational Leaders Divisional Coordinator, Consultant or Supervisor

At the direction of the Superintendent of Schools or designate, the divisional Coordinator, Consultant or Supervisor collaborates with school and divisional colleagues to promote Divisional Priorities and support schools' planning priorities.

Promoting Public Education in the Louis Riel School Division

As a **Facilitator of respectful partnerships**, the divisional Coordinator, Consultant or Supervisor assists to

- Facilitate decisions with student learning as paramount
- Implement provincial and divisional policies and articulate them effectively to all members of the learning community
- Articulate provincial and divisional programs to all members of the learning community
- Support school-based colleagues to develop educational goals and objectives consistent with Board Priorities and related goals, and the needs of schools and students
- Communicate appropriately to varied audiences about divisional planning priorities
- Collaborate appropriately with parents and community members
- Collaborate appropriately with community and public agencies

Promoting Student Learning

As an **Instructional Leader**, the divisional Coordinator, Consultant or Supervisor assists to

- Initiate research-based change processes to support learning for all students
- Model commitment to educational practice based on research
- Promote a learning community committed to inclusive and appropriate educational programming for all students
- Develop, implement, evaluate and improve programs and instruction to meet student needs
- Collaborate with divisional and school colleagues to implement student assessment, evaluation and reporting processes and all policies that support student learning

Promoting Professional Practice

As a **Collegial Mentor**, the divisional Coordinator, Consultant or Supervisor

- Models the professional ethics, behaviour, knowledge and skills that support student learning, a collegial culture and a positive learning culture and climate
- Models the core attributes of emotional intelligence – self-awareness, self-regulation, social awareness and relationship management
- Applies varied leadership theory and practices to facilitate professional dialogue
- Guides and enhances professional practice by providing professional learning/in-service training
- Participates in evaluating school personnel consistent with divisional policy
- Actively pursues professional learning experiences that are relevant to educational leadership and the personal professional growth plan

Promoting the Development of Educational Culture & Climate

As a **Visionary Leader** who understands the impact of safe, inviting and inclusive learning cultures, the Coordinator, Consultant or Supervisor assists to

- Assess the impact of varied influences on culture and climate
- Identify a cultural vision and focus activity to effect progress toward the vision
- Present a positive role model and promote respect for alternative positive role models
- Promote structures and processes that support a safe and positive learning culture
- Communicate effectively with educational stakeholders
- Apply change management and problem-solving principles appropriately

Promoting Responsible Resource Management

As defined by the Superintendent of Schools or designate, the Coordinator, Consultant or Supervisor assists the management of specified division-based resources by

- Using budget and capital resources appropriately
- Implementing processes for information management in collaboration with the Division
- Attending to assigned managerial functions in accordance with stated Board policies, guidelines and procedures
- Striving to use technology to enhance professional practice
- Responding effectively to critical incidents and emergencies
- Ensuring appropriate documentation processes