

423 DIRECTOR OF LEARNING SERVICES

Identifying Information

Position Title:	Director of Learning Services
Classification Title:	Professional Staff
Department:	Central Office
Reports to:	Superintendent
Position Supervises:	Learning Support Teachers, Counsellors, Family School Liaison and Attendance Officer, Mental Health Capacity Building Project Lead, Educational Assistants

Position Summary

This position provides leadership and support in the following areas:

1. Inclusive Education
2. Professional learning for school leaders
3. System results analysis, planning, and reporting
4. Implementation of system improvement strategies and curricular supports
5. School Board Policies and Procedures
6. Stakeholder Engagement and Communication

Qualifications:

1. Masters of Education Degree
2. Previous school based administration experience
3. Liaising, managing and balancing budgets within various portfolios
4. Outstanding interpersonal and communication skills

5. Comprehensive knowledge of instructional pedagogy, structures and systems that support learning

Major Duties & Responsibilities

The Director of Learning Services will work closely with the other members of the senior administration team to achieve all aspects of the Division's Education Plan and to fulfill all duties as assigned by the Superintendent. The Director of Learning Services will be responsible for:

1. Learning Services
 - a. Supports quality teaching and leading, and optimum learning for all through a focus on continuous improvement.
 - b. Fosters professional learning that facilitates the growth of staff competencies within the new teaching and leadership quality standards.
 - c. Ensures a systemic focus on student growth and achievement.
 - d. Promotes a culture of innovation and excellence in instruction and leadership.
 - e. Works directly with elected school board trustees and the senior leadership team.
 - f. Ensures a focus on providing each student with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
2. Organizational Management
 - a. Builds professional capacity and a commitment to continuous improvement.
 - b. Facilitates school authority strategic planning and results reporting.
 - c. Promotes evidence based decision making.
 - d. Coordinates communication with and engagement of education partners and the public.
 - e. Chairs various district advisory groups.
 - f. Assists the Superintendent in the planning, development, implementation and evaluation of Board policy as well as administrative procedures.
3. Learning Supports
 - a. Recognizes the unique learning needs of students and fosters equitable and inclusive learning environments.

- b. Develops a department budget within the parameters and constraints of the Division budget.
- c. Oversees programming for students with significant learning needs based on a continuum of supports and services model.
- d. Ensures adherence to provincial policies and regulations.
- e. Develops and monitors standards for Individual Program Plans.
- f. Coordinators educational assistant hiring and school allocations.
- g. Oversees and manages wrap-around services.

References

History

Developed: September 2020