

## **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