



LEARNING SERVICES – JOB DESCRIPTION

The position assigned to Learning Services will be responsible for providing leadership and coordination of all curricular and instructional programs within the Division, but not restricted to, the following:

1. Work directly and cooperatively with school administration and instructional staff, including Instructional coaches, to ensure that initiatives related to educational transformation are implemented and meet provincial objectives and Division priorities.
2. Coordinate all curricular/program and instruction-related matters within the Division by acting as the Division liaison between curriculum program departments of Alberta Education and/or other education-related agencies, and the schools and professional staff of the Division.
3. Work directly and cooperatively with school administration and instructional staff, including Instructional coaches, to ensure that provincially prescribed Programs of Study and Board mandated programs are being followed.
4. Be skilled in the areas of Catholic leadership, communication, fiscal management, and educational leadership.
5. Provide direct support and assistance to school administration and their instructional staff in all matters related to curriculum and program delivery.
6. Lead and support Indigenous learning in the Division
7. Ensure the delivery of quality education is provided to every student.
8. Consistently articulate the Division's mission and inspire people to work toward that mission.
9. Work collaboratively with local and provincial partners, and other stakeholders.
10. Be committed to a collaborative approach to decision making.
11. Facilitate action on recommendations that arise out of program and program delivery evaluations and school reviews.
12. Coordinate and work directly with school administration and Alberta Education in the development, acquisition, and renewal of locally developed courses.
13. Represent the Division at meetings and events with external education partners as directed by the Superintendent.
14. Act as the Division liaison with appropriate government, community, and other support agencies as directed by the Superintendent.



15. Assist with Human Resource management as directed by the Superintendent.
16. Perform other tasks which may be assigned by the Superintendent.

Reference: Section 11, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act