

## **426 LEARNING SERVICES COORDINATOR**

### **Identifying Information**

Position Title:	Coordinator of Learning Services
Classification Title:	Professional Staff
Department:	Central Office
Reports to:	Director of Learning Services
Position Supervises:	Under the direction of the Director of Learning Services: Learning Support Teachers, Counsellors, Educational Assistants

### **Position Summary**

This position provides leadership and support in the following areas:

1. Inclusive Education
2. Professional learning for staff
3. System results analysis, planning, and reporting
4. Supports the implementation of system improvement strategies and curricular supports
5. Supports Stakeholder Engagement and Communication

### **Qualifications:**

1. Master of Education Degree
2. Previous school based administration experience
3. Outstanding interpersonal and communication skills
4. Comprehensive knowledge of instructional pedagogy, structures and systems that support learning

## Major Duties & Responsibilities

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

1. Learning Services
  - a. Supports quality teaching and learning, and optimum learning for all through a focus on continuous improvement.
  - b. Provide guidance and support to educators in implementing inclusive practices that meet the diverse needs of students. Collaborate with teachers to create inclusive classroom environments, adapt curriculum materials, and differentiate instruction.
  - c. Lead efforts to foster a diverse, equitable, and inclusive learning environment. Develop and implement strategies to address systemic barriers, promote cultural responsiveness, and ensure equal opportunities for all students.
  - d. Support a comprehensive system of support for students with diverse learning needs. Collaborate with school teams to identify and implement appropriate interventions, accommodations, and modifications to ensure student success.
  - e. Coach and support educators in designing instruction using the principles of UDL. Provide professional development opportunities and resources to enhance educators' ability to create inclusive learning experiences.
  - f. Fosters professional learning that facilitates the growth of staff competencies within the new teaching and leadership quality standards.
  - g. Ensures a systemic focus on student growth and achievement.
  - h. Promotes a culture of innovation and excellence in instruction and leadership.
  - i. 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. Co-chairs various district advisory groups.
- f. Assists the Director of Learning Services as required.

### 3. Learning Supports

- a. Recognizes the unique learning needs of students and fosters equitable and inclusive learning environments.
- b. Oversees programming for students with significant learning needs based on a continuum of supports and services model.
- c. Ensures adherence to provincial policies and regulations.
- d. Develops and monitors standards for Individual Program Plans.
- e. Assists with school allocations of educational assistants.
- f. Supports the organization of wrap-around services.

## References

## History

Developed: May 2024