

Job Description



Job title:	Optimal Learning Consultants	Reference: Universal Design & Learning 009
Reporting to:	Assistant Superintendent (Universal Design)	Date created: February 2017
Work calendar	10 month	Non Unionised/ Centralised Office and Facilities contract

In the day to day fulfilment of this role we expect you to work to our organizational values:

The universal core competencies in line with the values for MHPSP [are](#)

- Excellence
- Respect
- Caring and compassion
- Learning
- Integrity
- Innovation

1. Position purpose – an overview of what you’re here to do

Your primary role is to work as part of a team of OLC’s to provide frontline support to teachers to build capacity in their assigned schools, in the areas of instruction, curriculum and inclusive learning. Consultants will develop, share and deliver professional learning opportunities, based on their school needs assessment in consultation with school Administration and teaching staff in order to meet District and School goals.

Each consultant will be based in and work with their designated School Administration to review the school goals and focus their efforts on contributing to the success of achieving those goals.

2. Responsibilities – a summary of what we expect you to achieve:

People and culture

- Actively participate in ongoing performance and development planning and coaching of others
- Demonstrate SD76 values
- Demonstrate departmental values

Safety

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- Expected to conduct all aspects of role in compliance with Occupational Health and Safety standards and regulations

Frontline support

- Working elbow to elbow with staff in designated schools as an immediate on site resource for staff

Delivering effective professional learning opportunities

- Conduct needs assessment
- Identify and assess available resources
- Plan, organize and schedule learning opportunities
- Assess impact and effectiveness on student learning
- Share best practice around in-service with other OLC's

Responsible for supporting the roll out of new curriculum

- Reporting the status of specific programs

Promoting the development of support networks

- Sharing of best practice across the district and with external agencies when appropriate

Promote the development of learning support networks.

- Be knowledgeable of the teaching interests and strengths of staff in order to share best practice in common areas of interest.
- Organize or facilitate study teams or visitations

Identify appropriate learning resources.

- Remain current with newly developed learning resources.

Coordinate in-service and instructional strategy development with other consultants.

- Meet with other consultants on a regular basis to cooperatively plan and schedule in-service activities.
- Ensure that integrated instructional strategies are developed, presented, and used in a consistent manner.

Provide evaluation and testing services.

- Provide testing recommendations and assist teachers in administering and interpreting tests.
- Assist teachers in developing appropriate student evaluation techniques and programs.
- Assist teachers in developing effective reporting procedures for student achievement.

Optimise processes and practices

- Provide input into continuous improvement practices
- Maintain up to date knowledge of best practice

Other tasks

- Complete other tasks, assignment and projects as requested on an ad hoc basis that are within your capabilities

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3. Behavioral Competency profile

- Knowledge of Level B testing and evaluation techniques useful but not essential
 - Collaborative relationship builder
 - Decision maker
 - Use of initiative
 - Attention to detail
 - Ability to multi task in a high pressure environment
 - Diplomacy and tact
 - Excellent time management skills
 - Planning and anticipating future needs
 - Excellent organizational skills
 - Ability to deal with ambiguity
 - Excellent oral and written communication skills
 - Ability to make key judgments and informed decisions for successful outcomes
 - Able to communicate both technical and non-technical information clearly and effectively both verbally and in writing
- **Technical competencies– the Knowledge Skills Education and Experience we expect a competent person to have, apply and demonstrate:**
- B. Ed,
 - A strong foundational knowledge about sound pedagogy and inclusive supports for students based on relevant research
 - Interest in new and emerging educational research
 - Will be expected to attend and develop their own professional training and development

4. Performance and development planning

Your performance will be measure each year against the expectations in this document, this includes an assessment of how you have performed against “the what” (the accountability expectations) and “the how” (the competency expectations) of this job. Each year you and your supervisor will identify the specific objectives, targets and measure which will focus on your continued development and the improvement of your performance

5. Position parameters:

HR Delegations

Financial Delegations – none

Number of direct reports: 0

Collective agreement - ATA

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The physical demands assessment for the role is as follows and any successful applicant will be assessed against their ability to meet the physical demands for the role:

Sitting for extended periods of time, visibility to read type written documents,

6. Working conditions

General office setting as well as frequent travel to other locations for the purpose of meetings and training

7. Equipment used to perform essential functions

Including but not limited to computer, fax, photocopier,

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____