

ROLLING RIVER SCHOOL DIVISION REGULATION

Instruction, Curriculum and Technology (ICT) Coordinator

GDAE/R

Position Title: Instruction, Curriculum, and Technology (ICT) Coordinator

Reports to: Superintendent

Qualifications

- Valid Manitoba Teaching Certificate
- Level 1 and 2 School Administrator's Certificate (or working towards).
- Graduate degree and varied related experiences - Preferred
- Minimum of 5 years teaching and administrative experience at the school and/or division level.
- Proficient and relevant experience in planning and implementing instruction, curriculum and technology programs.
- Experience in staff development, supervision and performance evaluation
- Strong communication skills
- Strong collaborative, interpersonal and leadership abilities.
- Able to work independently and as a team member
- Initiative to set priorities and identify plans of action
- Able to work effectively with trustees, the Senior Administration, Rolling River Educational and Administration Leadership (RREAL) team, divisional and school personnel, parents, students, and community members.
- Aware of and able to appropriately interpret Manitoba Laws and regulations for education, Divisional policies and practices

Purpose

The Instruction, Curriculum, and Technology Coordinator will provide leadership and support under the direction of the Superintendent in the areas of instruction, curriculum, and technology in Rolling River School Division.

Key Responsibilities

Instruction, Curriculum & Technology Programs

- Assist the Superintendent to plan, develop, coordinate, implement, review and evaluate curriculum, instruction and technology initiatives and programs.
- Assist the Superintendent to plan, develop, coordinate, implement and review instruction, curriculum and technology policies, regulations, procedures, and forms.
- Assist the Superintendent to conduct research and gather, analyze and report on data related to instruction, curriculum and technology.
- Coach and mentor school administrators and teachers on curriculum, instruction and technology, including selection of materials and equipment.
- Manage and coordinate instructional databases (*e.g. Powerschool, EIS, Clev-R*) in collaboration with the Superintendent and Secretary-Treasurer.

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- Lead, manage and train staff regarding technological reporting requirements (e.g. *Clev-R, PowerSchool, EIS*).
- Plan and chair divisional instructional, curriculum and technology team meetings.

Leadership

- Coach and mentor school administrators on implementation and monitor of curriculum and technology integration.
- Assist in coordinating of Rolling River Education and Administration Leadership Team meetings.

Professional Development Leadership

- Be current in developments in pedagogy, and regularly attend educational conferences and workshops related to instruction, curriculum, and technology.
- Liaise with instruction, curriculum, and technology coordinators/directors in Manitoba.
- Ensure Superintendent, school administrators and teachers are aware of developments in pedagogy and trends in instruction, curriculum, and technology.
- Assist the Superintendent to plan and coordinate divisional and school based professional development opportunities and workshops.
- Create and present professional learning opportunities to the Board of Trustees on topics related to instruction, curriculum, and technology programs.
- Coordinate and lead professional development opportunities related to curriculum and technology for teachers and school based instructional support staff (e.g. Grade group meetings)

Human Resource Management

- Assist in the recruitment and selection process for teacher, instructional support jobs (Library Clerks, Career Preparation Coordinators) and information technology jobs, as delegated by the Superintendent, including conduct interviews and reference checks and make offers of employment to candidates.
- Assist in the development, review and revision of instructional support staff and information technology staff job descriptions.
- Assist the Secretary-Treasurer and Superintendent to prepare, review and implement the professional / teacher staffing formula and teacher assignment allocation per school.
- Assist the Superintendent and school administrators to review, plan, coordinate and implement schoolteacher assignments.

Financial Accountability

- Provide information and recommendation to the Superintendent and Secretary-Treasurer to develop the instructional, curriculum and technology budgets.

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- Manage and administer the divisional approved technology, curricular supplies and services budgets.
- Manage the divisional curriculum and technology purchase process.

Other

- Liaise with community agencies and Manitoba Education as directed by the Superintendent.
- Attend School Board meetings as requested by the Superintendent.
- Perform as Acting Superintendent as delegated by and in the absence of the Superintendent.
- Perform other duties as assigned by the Superintendent.

Terms of Employment

- In Scope - Teacher General contract

Index Policy

Date Adopted: August 27, 1992

Date Revised: June 8, 2016

Date Revised: December 1, 2020