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## **ROLE OF DIRECTOR – INCLUSIVE LEARNING**

### **Background**

Guided by the Division’s vision, mission, beliefs, values, and goals, the Director - Inclusive Learning will assist the Assistant Superintendent – Inclusive Learning and Technology in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the Education Act and Board Policy.

### **Procedures**

The Director - Inclusive Learning is directly responsible and accountable to the Assistant Superintendent – Inclusive Learning and Technology.

The Director - Inclusive Learning will have specific responsibilities for:

#### **1. Leadership Practices**

- 1.1 The Director - Inclusive Learning is viewed positively and has the support of those with whom they work most directly in carrying out their responsibilities.
- 1.2 Works collaboratively with the inclusive learning team.
- 1.3 Actively demonstrates and subscribes to the practice of educational leadership.
- 1.4 Monitors the achievement of the goals established for the Department and Division related to the duties of the position.
- 1.5 Develops and implements a personal professional growth plan for their ongoing professional improvement.
- 1.6 Works with all schools and within the department to implement strategies for enhancing student learning JK-12.
- 1.7 Works to achieve goals approved by the Superintendent of Schools for the Division and the Department.
- 1.8 Liaises with school regarding Division/school planning, reporting and inclusive practices on a regular basis.
- 1.9 Develops and implements special program initiatives and other duties as assigned by the Assistant Superintendent – Inclusive Learning and Technology.
- 1.10 Provides supervision, evaluation, and supports to individuals reporting to this position.

#### **2. Student Programs**

- 2.1 Works collaboratively with all schools and inclusive learning team to deliver support to students, families, school staff and programs.
- 2.2 Develops plans for the implementation and communication of programs and policies relative to the position.

- 2.3 Liaises with schools regarding professional learning and/or professional development activities associated with identified areas of responsibility.
  - 2.4 Works with partners such as, but not limited to, Alberta Health Services, Child and Family Services, and Family Support for Children with Disabilities to provide programming support and referrals for students.
  - 2.5 Coordinate and supervise specialized early learning supports available through Program Unit Funding and Student Learning Support Funding.
3. Planning and Reporting Processes
    - 3.1 Engages in ongoing communications with the inclusive learning team on all aspects of assigned responsibilities.
    - 3.2 Works collaboratively with inclusive learning team to plan and implement professional learning activities for staff.
    - 3.3 Ensures that supports for the planning and reporting process are established across the Division to facilitate improved teaching and learning in each school.
    - 3.4 Monitors data collection and uses this information collaboratively making.
    - 3.5 Actively, and in a timely manner, addresses the strategies identified in the Three Year Education Plan and Annual Education Results Report.
  4. Fiscal Responsibility
    - 4.1 Demonstrates fiscally responsible decision-making within the scope of their responsibility.
    - 4.2 Works collaboratively with the Assistant Superintendent – Inclusive Learning and Technology in setting and monitoring department budgets.
    - 4.3 In collaboration with the Secretary-Treasurer and the Assistant Superintendent – Inclusive Learning and Technology, plans, develops and monitors stakeholder contracts.
  5. Personnel Management
    - 5.1 Manages, supervises, and deploys inclusive learning team and contractors.
    - 5.2 Works to improve and facilitate Division-wide leadership and professional staff development strategies.
    - 5.3 Under the direction of the Assistant Superintendent – Inclusive Learning and Technology, provides supervision and evaluation of direct reports.
  6. Board and System Relations
    - 6.1 Establishes and maintains positive professional working relations with the Board and all central office staff.
    - 6.2 Submits Board reports in an accurate and timely manner in preparation for regular Board and Board Committee meetings.
  7. Policy
    - 7.1 Provides leadership in the development of Board Policies and Administrative Procedures, as assigned by the Office of the Superintendent.

## 8. Leadership Practices

- 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Assistant Superintendent – Inclusive Learning and Technology’s expectations.
- 8.2 Exhibits a high level of personal, professional and organizational integrity.
- 8.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.

## 9. Superintendent Relations

- 9.1 Establishes and maintains positive, professional working relations with the Superintendent.
- 9.2 Provides the information the Superintendent requires to perform his/her role in an exemplary fashion.
- 9.3 Performs other duties as assigned by the Superintendent.

Reference: Section 11,33,52,53,68,196,197,204,222,225 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code

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