



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Diversity, Learning, Perseverance, and Responsibility
Our Vision Learning Without Limits...Achievement For All

Digital Learning Consultant

Portfolio:	Education Services
Reports Directly to:	Superintendent of Learning
Reports Indirectly to:	Director of Education
Direct Reports:	0
Department/Location:	Good Spirit Education Complex – Yorkton, SK
Salary Range:	STF Grid plus Consultant LINC Allowance
Last Updated:	January 2024

Profile

The Digital Learning Consultant reports to the Superintendent of Learning responsible for Curriculum, Assessment, and Instruction. The Digital Learning Consultant leads and supports end users with technology integration for their role. This position will coordinate various support to ensure staff and students are able to effectively use technology in their role.

Without restricting the generality of the overview above, the Digital Learning Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Educational Leadership

Role Expectations:

- RE 1.1 Provides leadership and support in all matters relating to K-12 Digital Learning.
- RE 1.2 Assists the Superintendent of Learning responsible for Curriculum, Assessment, and Instruction to ensure students have the opportunity to meet the standards of education set by the Ministry.
- RE 1.3 Implements administrative procedures relevant to areas of assigned responsibility.
- RE 1.4 Liaise with the school-based staff, curriculum and student services consultants, and division technology team to assist in supporting software products or school division software systems.

Quality Indicators relative to educational leadership:

- QI 1.1 The Digital Learning Consultant conducts an analysis of student success and ensures development of action plans to address concerns within areas of assigned responsibility.

- QI 1.2 The Digital Learning Consultant assists the Superintendent of Learning responsible for Curriculum, Assessment, and Instruction to identify trends and issues where technology can support student achievement.
- QI 1.3 The Digital Learning Consultant meets all timelines with provision for appropriate Superintendent input relative to the annual review of priorities and outcomes within areas of assigned responsibility.
- QI 1.4 The Digital Learning Consultant ensures technology is accessible to all students and staff instruction and assessment practices are implemented in a timely manner and in accordance with provincial and division mandates.
- QI 1.5 The Digital Learning Consultant conducts an analysis of resources and professional development opportunities to ensure the most recent and relevant technology supports are in place.
- QI 1.6 Train end users to operate new or updated programs.
- QI 1.7 Conduct an analysis of the impact of IT on student success and provide an annual report to the Superintendent of Learning.
- QI 1.8 Providing technology support regarding data collection and analysis of student learning.
- QI 1.8 Provide Assistive Technology as requested to support student learning.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensure fiscal responsibility in relation to areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Adequate internal financial controls exist and are being followed in areas of responsibility.
- QI 2.2 Reviews expenditures to ensure continuous improvement in terms of value for money.

3. Board Policy and Administrative Procedures

Role Expectations:

- RE 3.1 Implements relevant assigned administrative procedures with integrity in a timely fashion.

Quality Indicators relative to policy role:

- QI 3.1 The Digital Learning Consultant ensures assigned APs are adhered to.

- QI 3.2 The Digital Learning Consultant demonstrates a knowledge of and respect for the role of the Superintendent of Curriculum, Assessment & Instruction in the administrative procedure processes.
- QI 3.3 The Digital Learning Consultant makes timely recommendations to the Superintendent of Learning responsible for technology in aPre-K-12 setting regarding assigned administrative procedures to ensure they are kept current and effective.

4. Digital Consultant/Superintendent of Education Relations

Role Expectations:

- RE 4.1 Establishes and maintains positive, professional working relations with the Superintendent of Learning.
- RE 4.2 Honours and facilitates the implementation of the Superintendent’s roles and responsibilities as defined in AP 470-1.1.
- RE 4.3 Provides the information which the Superintendent of Learning is responsible to in performing the role.

Quality Indicators relative to Digital Learning Consultant/Superintendent of Education relations:

- QI 4.1 The Digital Learning Consultant keeps the Superintendent of Learning informed about actions and operations within areas of assigned responsibility.
- QI 4.2 The Digital Learning Consultant interacts with the Superintendent of Learning in an open, honest, proactive, and professional manner.
- QI 4.3 The Digital Learning Consultant contributes positively to the effectiveness of achievement meetings.
- QI 4.4 The Digital Learning Consultant implements Superintendent of Learning directions with integrity in a timely fashion, for the Superintendent of Learning to perform their duties in an exemplary fashion.

5. Communications and Community Relations

Role Expectations:

- RE 5.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

Quality Indicators relative to communications and community relations:

- QI 5.1 Represents the Division in a positive, professional manner.
- QI 5.2 Manages conflict effectively.

- QI 5.3 Consistently demonstrates a commitment to Division values as noted in Policy 1. In addition, consistently models servant leadership and positive ambassadorship.
- QI 5.4 Serves as liaison between the Ministry of Education and the Superintendent of Learning.
- QI 5.5 Serves as liaison between the Superintendent of Learning and schools.
- QI 5.6 Provides direction to ensure division web-based media is utilized in an effective and appropriate manner.

6. Strategic Planning & Reporting

Role Expectations:

- RE 6.1 Supports the strategic planning process.
- RE 6.2 Implements plans as approved.

Quality Indicators relative to strategic planning and reporting:

- QI 6.1 The Digital Learning Consultant assists the Superintendent of Learning in achieving the key results identified in the Provincial Education Plan (PEP) within areas of assigned responsibility.
- QI 6.2 The Digital Learning Consultant reports at least annually on results achieved within areas of assigned responsibility.

7. Organizational Management

Role Expectations:

- RE 7.1 Demonstrates effective organizational skills resulting in Division compliance with all legal and Ministerial mandates and timelines within areas of assigned responsibility.

Quality Indicators relative to organizational management:

- QI 7.1 The Digital Learning Consultant ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.

8. Leadership Practices

Role Expectations:

RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices:

QI 8.1 Provides clear direction.

QI 8.2 Provides effective educational leadership.

QI 8.3 Establishes and maintains positive, professional working relationships with staff.

QI 8.4 Unites people toward achieving the Board's goals.

QI 8.5 Demonstrates a high commitment to the needs of students.

QI 8.6 Staff trust the Digital Learning Consultant.

QI 8.7 Empowers others.

QI 8.8 Effectively solves problems.

Qualifications

- Bachelor of Education
- Master's degree in an Education related discipline a definite asset
- 5 plus years' experience in a Pre-K – 12 educational environment
- Valid Class 5 Driver's License

Knowledge, Skills and Abilities

- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to always deal with people sensitively and professionally.
- Excellent knowledge of all education and best practices.
- An understanding of current trends, developments in Pre-K to Grade 12 education.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division's Strategic Plan.
- Ability to design and deliver training and professional development.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.

- On-going commitment to personal professional growth and development.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures, and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity daily.
- Displays a positive attitude toward others, their work, schools, and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- STF based on a 10-month calendar
- Some travel may be required
- Office location is determined by the Superintendent of Learning