

CONSULTANTS ROLES AND RESPONSIBILITIES

(1) **Leadership**

- (a) To collaborate with senior administration and school administration in order to facilitate the professional growth and development of staff in the school division.
- (b) To collaborate with school administration and school leadership teams to identify needs and priorities.
- (c) To assist teachers in developing and implementing strategies to meet the needs of students.
- (d) To remain current with educational research in their area of expertise.
- (e) To develop relationships and partnerships with other professional leaders.
- (f) To work collaboratively with divisional consultants outside their area of expertise.

(2) **Management**

- (a) To assist in developing, implementing, and assessing a yearly plan based on provincial, divisional, and school priorities and needs.
- (b) To assist and support school based projects and initiatives.
- (c) To assist in the development and management of divisional projects and initiatives.
- (d) To assist in the development of a budget.
- (e) To facilitate regular meetings with specialist teachers to ensure the effective delivery of programming within the consultant's area of expertise.
- (f) To assist in the co-ordination of provincial and divisional assessment practices, as necessary.

(3) **Professional Development**

- (a) To assist in the articulation of divisional professional development goals.
- (b) To facilitate staff development through modeling, mentoring and teacher workshops.
- (c) To provide professional development to support school-based initiatives.

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(4) **Communication**

- (a) To assist in the articulation of the divisional priorities.
- (b) To facilitate the information flow within the division related to their program or level.
- (c) To facilitate information flow between the division and external organizations related to their program or level.

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Legal/Cross Reference: