

CONSULTANTS ROLES AND RESPONSIBILITIES

Consultants are supervised by an Assistant Superintendent who meets with them regularly to collaborate on the priorities in each portfolio. Consultant responsibilities are outlined in the following areas:

(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, locally, provincially, and nationally.
- (f) To work collaboratively with divisional consultants in other areas of expertise.

(2) **Management**

- (a) To assist in developing, implementing, and assessing the divisional plan.
- (b) To assist and support school-based plans and initiatives.
- (c) To assist in the development and management of divisional initiatives.
- (d) To assist in the development of a budget.
- (e) To facilitate regular meetings with 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 programming and assessment practices, as necessary.

(3) **Professional Development**

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

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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 area of expertise.
- (c) To facilitate information flow between the division, the province and external organizations related to their area of expertise.

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