

# Job Description

Position Title:	<b>District Principal - Curriculum Transformation</b>		
Supervisor:	<b>Associate Superintendent</b>	Date of Revision:	<b>February 6, 2020</b>

## Position Summary

The District Principal, Curriculum Transformation works under the direction of the Associate Superintendent as part of the District Leadership Team. The District Principal has primary responsibility for the ongoing implementation of the District's curriculum transformation work. Providing services that enhance instructional capacity for teachers, administrators and support staff in understanding and implementing curriculum changes.

## Duties and Responsibilities

- Participates as a regular member of the District's Leadership Team.
- Assists in the development of the annual budget and prepares cost estimates based on program needs.
- Manages a departmental budget and ensures that programs are cost-effective and funds are managed prudently.
- Prepares, reviews, and revises job descriptions in the department in collaboration with Human Resources.
- Supervises staff and provides regular feedback and coaching to assist them in performing their best.
- Coordinates staffing in a collaborative and cross-curricular manner.
- Evaluates job performance of staff on an annual basis using the District's policies and procedures.
- Represents the District on local, regional and provincial networks and committees.
- Participates in the district-level decision-making process to establish and review the District's goals and objectives in relation to curriculum transformation.
- Directs instructional and curriculum services in support of student needs.
- Provides effective staff development activities and in-classroom support to build the capacity of teachers and administrators in the area of curriculum transformation to continually enhance the learning experiences of students.
- Ensures the use of technology in the teaching-learning process.
- Understands and leads Universal Design for Learning and Aboriginal Ways of Knowing.

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- Plans, implements, monitors and evaluates instructional programs with teachers and administration, including learning objectives, instructional strategies, and assessment techniques.
- Works with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
- Involves instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- Plans the necessary time, resources, and materials to support accomplishment of education goals.
- Actively supports the efforts of others to achieve District's goals and objectives and performance objectives (academic excellence indicators).
- Obtains and uses evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
- Secures consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
- Monitors professional research and disseminates ideas and information to others.
- Articulates the District's mission, instructional philosophy, and curriculum implementation strategies to the community and solicits support to succeed in the District's mission.
- Demonstrates use of appropriate and effective communication techniques to encourage administrator and teacher collaboration and community and parent involvement.
- Researches and uses data to improve the content, sequence, and outcomes of the teaching-learning process.
- Initiates activities to meet student needs based on awareness of district-community needs.

## Education and Experience

- A Masters' degree in educational leadership or related field.
- A valid BC teaching certificate or eligibility for certification with the BC Teacher Regulation Branch.
- A minimum of five years of successful experience as a school-based principal/vice-principal.
- A minimum of two years providing professional development and in-service opportunities to teachers and administrators locally and regionally.
- In-depth experience in curriculum and instruction.
- Experience in researching, interpreting data and writing reports and developing curriculum and programs using various information and best practices approaches.

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## Competencies

- **Model Leadership:** Demonstrate exemplary school leadership and communication skills.
- **Demonstrate Instructional Excellence:** Provide instructional leadership and foster an environment of instructional excellence that focuses on student learning in alignment with B.C.'s transformed curriculum.
- **Foster Innovation:** Promote innovative, transformative practices to support student engagement and learning.
- **Provide a Strategic Focus:** Establish the strategic direction and vision of the school that reflects personalized learning and 21<sup>st</sup> century concepts.
- **Create a Safe Learning Environment:** Ensure a safe and caring school culture that creates a sense of belonging for all students and promotes school spirit.
- **Proactively Solve Problems and Effectively Make Decisions:** Model a positive inquiry-based approach to problem-solving and a collaborative approach to decision-making.
- **Build Relationships through Collaboration:** Build strong relationships and collaboratively work with students, staff, parents and community organizations to enhance student achievement.
- **Develop Others:** Inspires and supports staff to reach their full potential.
- **Lead Change:** Focus on solutions to address educational challenges and have a proven ability to lead change.
- **Embrace Diversity and Inclusion:** Nurture the inclusion of indigenous culture, content and courses.
- **Continuously Learn:** Embrace challenges and seek opportunities to develop as an educational leader and demonstrate a commitment to ongoing professional learning.