

POSITION TITLE:

RESOURCE BASED LEARNING CONSULTANT

Reports to: Superintendents of Curriculum and Instruction

Function/Purpose:

To facilitate the effective use of technology to support student learning and efficient school administration. To assist in the selection of learning resources.

Required Education, Knowledge, Qualifications and Experience:

- Possess a valid Saskatchewan Teaching Certificate.
- A recognized degree in Education.
- A recognized post-secondary Diploma or Degree or equivalent post-secondary education in a related area would be an asset.
- Other related training or experience in the field of Education would be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision:

This position does not involve the supervision of staff.

Duties and Responsibilities:

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

- General library support which includes resource location, selection and advise for weeding obsolete materials (electronic and print), and software trouble-shooting.
- Representation to and reporting from provincial meetings.
- Support and training for the Ministry of Education's Student Data System.
- Support for Maplewood Student Information System.
- Maintenance of Division web pages and assistance for individual school web pages if requested.
- Serve on Professional Development and Technology Committees.
- Provide inservice for Technology Integration and Assistive Technology.
- Assist teachers to integrate technology into their teaching including working with students when requested.

- Serve as Division representative at provincial RBL and curriculum actualization meetings.
- Provide support for curriculum implementation particularly with regard to resource location and selection.
- Be willing to engage in life-long learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Resource Based Learning Consultant is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - The Consultant is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other staff, teachers and administrators on a daily basis.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007