



POSITION TITLE: **LEARNING & ASSESSMENT CONSULTANT**

Reports to: **Directly: Superintendent of Curriculum and Instruction**
Indirectly: Director of Education

Function/Purpose:

Under the guidance of the Director, and within the policy framework established by the Board, the Learning & Assessment Consultant gathers, analyses, and reports data related to Northwest School Division's Continuous Improvement and Accountability Framework (CIAF). This may include both internal and external web metrics systems. Responsible for: ensuring data is presented in a clear and actionable way; supporting both school based and division office administrators with information that assists their decision making; supporting senior managers with education related data; and enhancing the process of collecting data in an effort to increase division wide accountability.

Required Education, Knowledge, Qualifications and Experience:

- A valid Saskatchewan teaching certificate.
- A recognized Degree in education or a related area would be an asset.
- Other related training or experience in the field of Education would be an asset.
- Expertise with basic statistical concepts, models and procedures required (e.g., descriptive statistics, bivariate approaches, linear regression, logistic regression, repeated measures analysis of variance, non-parametric approaches, etc.).
- Experience with statistical analysis and data modeling.
- Experience with web metrics and online performance analysis is an asset.
- Experience with computer programming is an asset.
- Experience in interpreting and reporting results of analysis, and experience in data processing and file management is necessary.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Ability to develop variables and analytic approach in collaboration with both school based and division office personnel
- Exceptional oral and written communication skills required.
- Ability to perform requested tasks with minimal direction.
- Ability to acquire a sound understanding of both the back and front ends of critical software applications (i.e. Maplewood, SDS, StudentAchieve, discoverer and various library software programs).
- Must be willing to learn additional analytic approaches.
- Experience writing technical reports desirable.
- Must be able to work effectively with others and have good interpersonal skills.
- Collaborate with project teams to strategize, design, develop, and execute evaluation and assessment plans for specific projects and initiatives.
- Must be highly organized and work well under pressure.
- Must be able to work independently, as well as under supervision.
- Must be willing to accept responsibility and to show good judgment, initiative, and resourcefulness.

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- Must be willing to adhere to the principles of confidentiality and to comply with all mandated training and ethical guidelines.
- Must value working in a collaborative environment.

Required Personal Characteristics:

- trustworthy and respectful
- approachable and accessible
- flexible and collaborative

Duties and Responsibilities:

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

- Support the senior leadership team with proactive reporting to feed decision making and to assist with both new and current division initiatives.
- Assist the senior leadership team to prepare performance reports for key stakeholders.
- Monitor the data integrity of data collection systems.
- Assist in the development of predictive models to assist with the evaluation of potential educational decisions.
- Research and recommend enhancements to data collection systems.
- Assist with establishing a comprehensive, efficient, and focused process for reporting on assessment against performance metrics.
- Assist with achieving the NWSD goals as stated in the CIAF
- Is responsible for database design, administration, security, and maintenance.
- Accurately codes variables from original data and completes statistical analyses as needed.
- Organize in-service opportunities for Library Technicians and School Based Instructional Facilitators.
- Shares knowledge of data coding and analysis techniques with other staff.
- Participates in ongoing decisions regarding data collection, data analysis, and methodology.

Guiding Principles:

The Learning & Assessment Consultant will demonstrate a commitment to:

- the pursuit of excellence based upon high expectations for all
- the principle of being student centered
- accountability toward each other as individuals, schools, communities and governing bodies
- a culture of mutual respect, trust and understanding
- the highest standards of integrity and honesty
- inclusiveness as the celebration and acceptance of all people
- collaborative and cooperative relationships with all stakeholders

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approval: August 4, 2013