



Literacy and Numeracy Consultant Administrative Procedure 2.B.175

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: August 2022

Date Amended: September 2025

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public-school system.

GENERAL POSITION DESCRIPTION

Under the direction of the Director of Programs and Student Services, the Literacy and Numeracy Consultant will provide support to teachers and principals in the areas of literacy and numeracy instruction, assessment and reporting. This consultant will be evaluated by the Superintendent, on the basis of input provided by the Director of Programs and Student Services and may include feedback from principals and teachers.

Instructional support for the purpose of continuous improvement will be provided through direct coaching, modelling lessons, teacher collaboration, and professional learning workshops/ sessions. The Literacy and Numeracy Consultant will be responsible for collecting and analyzing data to help guide and implement instructional/curricular decisions.

RESPONSIBILITIES AND DUTIES

Literacy

- a) Support implementation of a division-wide reading and writing initiatives.
- b) Develop, organize and implement staff development based on best practices and reflective of the reading and writing initiatives.
- c) Work with principals to create a school-wide goals in literacy (reading and writing).
- d) Assist in the development of common assessments.

- e) Facilitate and support curricular meetings and activities related to reading and writing.
- f) Plan and co-teach literacy lessons with elementary, middle and senior school teachers.
- g) Coach teachers on instructional practices in literacy.
- h) Facilitate the development of best practices in differentiation and assessment.

Numeracy

- a) Support implementation of a division-wide Mathematics initiative.
- b) Develop, organize and implement staff development based on best practices and reflective of the mathematics initiative.
- c) Work with principals to create a school-wide goals in mathematics achievement.
- d) Assist in the development of common mathematical assessments.
- e) Facilitate and support curricular meetings and activities related to K-12 math.
- f) Plan and co-teach math lessons with elementary, middle and senior school teachers.
- g) Coach teachers on instructional practices in numeracy.
- h) Facilitate the development of best practices in differentiation and assessment.

Leadership support

- a) Develop action plans for the school year with specific and quantitative goals.
- b) Participate and lead regular staff, team, and individual professional development.
- c) Guide teachers to collect and analyze data for the purpose of determining student needs and instructional strategies.
- d) Provide support to individual teachers in areas such as: instructional strategies and materials, classroom climate and organization, behaviour management, as well as professional growth and development, to ensure instruction meets student needs, curriculum standards, and goals of the Division.
- e) Prepare reports and attend meetings as necessary
- f) Provide recommendations to Superintendents Department as necessary pertaining to matters related to the literacy and numeracy initiatives.
- g) Facilitate the development of a definition and a menu of best practices related to literacy and numeracy.
- h) Other related duties as assigned.

EMPLOYMENT REQUIREMENTS

1. Manitoba Teaching Certification or eligibility for certification from the Province of Manitoba;
2. Minimum of five (5) years of exemplary teaching experience (preferably at a variety of levels);

3. Expertise in content and curriculum development, student learning, test analysis, mentoring and professional development
4. Extensive knowledge and experience with implementation of structured literacy and related initiatives;

SKILLS AND QUALIFICATIONS

1. Knowledge and experience in coaching peers
2. Demonstrated skill and experience in planning teacher professional learning
3. Experience working in a Professional Learning Community
4. Skills in collecting, organizing and interpreting student learning data
5. Experience and ability to mentor teachers and deliver workshops

Personal Skills Essential to the Position:

1. Commitment to achievement for all students;
2. Commitment to partnerships with students, parents and communities;
3. Demonstrated analytical and problem-solving skills;
4. Strong time-management and organizational skills;
5. Demonstrated interpersonal and collaborative skills;
6. Excellent verbal, written and technology skills
7. Ability to work independently, exercising sound judgement and resourcefulness;
8. Exceptional ability to form positive relationships with staff;
9. Dedication to ongoing professional learning.