

## Position Description

<b>Supervisor of Curriculum and Instruction</b>	<b>Reports to</b>	Superintendent of Education Services, Director of Education
	<b>Pay Level</b>	As per employment contract
	<b>Revision Date</b>	June 2026

In a Catholic environment that fosters collegiality and supports continuous learning, the Supervisor of Curriculum and Instruction is expected to support and promote the aims and objectives of Catholic Education generally and of the Regina Roman Catholic Separate School Division No. 81 specifically.

### Required Duties and Responsibilities:

Without restricting the generality of the above-stated basic function, the Supervisor of Curriculum and Instruction shall perform such duties and responsibilities (excluding instructional duties and in adherence with s. 9.1.1. of the Provincial Collective Bargaining Agreement) as may be assigned or shared including but not restricted to the following:

<b>Catholic Distinctiveness</b>	<ul style="list-style-type: none"> <li>Ensure Catholicism is event in her/his work both within and outside of the division.</li> <li>Be knowledgeable and supportive of Regina Catholic Schools' policies and expectations.</li> <li>Permeate our Catholic faith in his/her area.</li> <li>Foster Christ-like behavior.</li> <li>Treat all stakeholders as valued people of God. Is fair and understanding, developing relationships to help move people forward.</li> <li>When applicable attend and participate in faith-building activities.</li> <li>Conduct oneself in a Christian manner appropriate to an educational institution.</li> <li>Complete a yearly Catholic Formation goal in the Performance Management Goal Setting document.</li> </ul>
<b>Primary Duties</b>	<p><u>Curriculum, Instruction and Assessment</u></p> <p><u>In consultation with superintendents in Education Services</u></p> <ul style="list-style-type: none"> <li>Provide leadership in curricular implementation, effective instructional practices and support, effective use of learning resources, the integration of technology and data-driven assessment.</li> <li>Oversee the work of the Achievement Team and the Learning Catalyst Teachers, aligning their work with school division SMART goals through evidence-based practices, ongoing analysis of data, and clear goal setting to drive continuous improvement in student outcomes.</li> <li>Coordinate the Division Institute and ongoing teacher professional development opportunities</li> <li>Support Ministry of Education curriculum and assessment initiatives; align and oversee division and Ministry assessments and new curricula roll-out</li> <li>Guide consultant/coordinator planning in the implementing of service to teachers and schools, targeting division outcomes in key curricular areas</li> <li>Connect regularly with teacher leads and Education Leaders regarding curriculum and assessment.</li> <li>Collaborate with internal and external personnel (e.g., administrators, other division coordinators and supervisors) to ensure best practices in teaching, learning, and assessment</li> <li>In collaboration with the superintendent responsible for Human Resources, plan training for new teachers</li> <li>Link curricular areas through continued development of long-range planning templates, including high school templates</li> <li>Further develop cross-curricular approaches to instruction, especially in elementary settings</li> </ul>

	<p><u>Direction and Management for the Information and Library Services Department</u></p> <ul style="list-style-type: none"> <li>• Provide leadership for school library services and the effective use of instructional resources as they align with best practices for teaching and learning, including the integration of technology</li> <li>• Implement evaluation, selection and acquisition of resource materials for elementary schools, the annual book display, and the central professional library, including online subscription resources and licenses</li> <li>• Assume responsibility for division administrative applications with respect to library services, learning resources, and copyright</li> <li>• Promote Information and Library Services within the context of a digital world, including management of department websites</li> <li>• Promote reading literacy activities and events in consultation with ELA curriculum consultant</li> <li>• Collaborate with the Ministry of Education, school divisions and outside agencies on library and literacy related activities</li> <li>• Other duties as assigned by the Superintendent or Director of Education</li> </ul>
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**Job Specifications:**

In addition to the Duties and Responsibilities, the Supervisor of Curriculum and Instruction is expected to have the following requirements:

<b>Confidentiality</b>	At no time should the employee discuss publicly or release information pertaining to students and employees of the Regina Catholic School Division, or any intrinsic information obtained from the said position. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.
<b>Education / Experience Level Required</b>	Must hold a Bachelor of Education degree and Master of Education degree or similar. Preference may be given to those who possess a degree in Curriculum and Instruction and/or Library Science and have advanced leadership experience. Must be eligible for LEADS
<b>Skills Required</b>	<p><u>The Supervisor of Curriculum and Instruction will:</u></p> <ul style="list-style-type: none"> <li>• Be proficient in the use of integration of technology in a management and instructional environment</li> <li>• Have knowledge of integrated library system software, cataloguing and related software programs</li> <li>• Shown proven success as a teacher within professional learning communities</li> <li>• Exhibited evidence of advanced research skills</li> </ul>
<b>Financial Responsibilities</b>	The Supervisor of Curriculum and Instruction will plan, administer and develop the budget for Curriculum and Instruction resources and professional development and Information and Library Services.
<b>Supervision of Staff</b>	The Supervisor of Curriculum and Instruction is responsible for supervising the personnel in the Information and Library Services Department.
<b>Independence</b>	The Supervisor of Curriculum and Instruction is expected to work independently with minimum supervision.

<p><b>Internal / External Contacts</b></p>	<p>The Supervisor of Curriculum and Instruction works collegially with senior administration, school-based administration and school-division staff. Contact with the Ministry of Education, Sask. School Library Association and other School Divisions is expected.</p>
<p><b><u>Administrative Application</u></b> <b>Personnel and Employee Relations - 7201 – Employee Code of Conduct</b></p>	<p>This Code of Conduct applies to all Regina Catholic School Division employees. It is the duty of the supervisor/principal to ensure the Code of Conduct is reviewed annually with each employee. The Regina Catholic School Division requires all employees to follow their contract, conditions of employment and/or professional organization guidelines as set out by the appropriate governing body.</p>