



Aspiring Leaders
Program

Detailed Position Description of ALP Coordinator

TITLE:

Program Coordinator for the Aspiring Leaders Program

REPORTS TO:

Executive Director, Educational Leadership Consortium of Nova Scotia

POSITION OVERVIEW:

In collaboration with the Educational Leadership Consortium of Nova Scotia the ALP Coordinator manages and facilitates all aspects of the planning, implementation, and evaluation of the Aspiring Leaders Program to ensure the systematic and effective delivery of the program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Evidence of successful teaching practice that meets the needs of a diverse range of students and adults.
- Evidence of successful school-based and/or regional and provincial leadership.
- Exemplary understanding of the research and evidence of competency in the application of best practices in educational leadership, instruction and assessment, and pedagogy and learning theory.
- Evidence of understanding and application of the principles and practices around inclusive education, culturally and linguistically responsive pedagogy, anti-racism, diversity, and social justice.
- Experience with curriculum design, development, and implementation.
- Proficient in various computer applications, social media platforms, and online teaching/meeting platforms.
- Evidence of effective communication skills.
- Evidence of highly developed interpersonal skills.
- Evidence of successful collaboration with a wide range of educational partners.

EDUCATION AND RELATED EXPERIENCE:

- Master of Education Degree.
- A minimum of 5 years of successful teaching experience.
- A minimum of 5 years of successful educational leadership experience.
- A minimum of 5 years of supervisory experience, including conducting annual performance appraisals.
- Experience with ELCNS is an asset.



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ROLES AND RESPONSIBILITIES:

Position/Group	Coordinator Responsibility
ELCNS Executive Director	<p>Provide Executive Director with updated copies of all documents, meeting notes, action sheets, coordinator reports and seminar/institutes schedules and locations</p> <p>Assist Executive Director with:</p> <ul style="list-style-type: none">• updating and distributing of promotional materials• confirming facilitators for each seminar and institute• finding new facilitators when needed <p>On-going communication of changes/issues/concerns</p>
Management Team	<p>Meeting Agendas prepared and shared with Executive Director for circulation</p> <p>Meeting Notes prepared and shared with Executive Director for circulation</p> <p>Action Sheet prepared and updated for meetings</p> <p>Chair Management Team meetings</p> <p>Ongoing communication with Management Team members</p>
ELCNS Board of Directors	<p>Prepare and present (or provide to ELC Executive Director for presentation) ALP Coordinator Reports</p>
ALP Regional Contacts	<p>Provide documents</p> <ul style="list-style-type: none">• Promotional materials and Communique• Mentor Handbook• Participant Handbook• Schedules and locations of seminars/institutes• Culminating Assessment <p>Host an on-line information session prior to selection process (check-in session as needed)</p> <p>Ongoing communication - updates/events/issues</p>
Cohort Participants	<p>Provide documents</p>



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	<ul style="list-style-type: none"> • Participant’s Handbook • Schedule of institutes and seminars • Bridging assignments following seminars* • Power points and seminar documents following seminars* • Seminar/Institute feedback form* • Seminar and Institute descriptions for PD funding prior to seminars • CA Overview prior to assessment • Program Evaluation form following completion of the Program <p>Host on-line information/check-in sessions, as needed</p> <p>Ongoing communication – reminders/updates/changes</p> <p>*Facilitators are to upload Bridging Assignments, PPT’s, Feedback Form and resources to Aspiring Leaders Program Shared Drive in GNSPES for participants to access.</p>
<p>Facilitators</p>	<p>Verify availability to facilitate seminars and institutes on the designated day and time</p> <p>Provide documents</p> <ul style="list-style-type: none"> • Information for ALP Facilitators • Seminar and Institute schedule/location information • Cohort participant list • Seminar/Institute Feedback Form • Expense form • Previous seminar bridging assignment • Norms established at Summer Institute I <p>Host an on-line information session, as needed</p> <p>Provide facilitator supply box and chart paper prior to seminar/institute</p> <p>Assist with organizing of nutrition breaks and lunch</p> <p>Reminders of Bridging Assignments/PPT/articles/documents to be shared with participants prior to and following the seminar/institute in the shared drive (assist when needed)</p>



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	Ongoing communication – reminders/updates/changes
Principal Mentors	Initial contact to thank them for participating Provide with seminar schedule and mentor handbook – hardcopy and electronic Provide bridging assignments prior to each residency day Host an on-line information session in September, if needed Communicate any updates/changes relevant to them
Administrative Assistant to Executive Director ELCNS	Provide Cohort list of names and contact information Work with Administrative Assistant to update handbooks and other ALP documents Provide attendance for each seminar/institute to initiate payment process and certificate of completion distribution Ongoing communication – reminders/updates/changes

TIMELINE OF TASKS ASSOCIATED WITH ROLE:

Month	Responsibility
January – February	<ul style="list-style-type: none"> • Prepare ALP documents for publishing • Review seminar topics • Schedule seminars for upcoming cohort
February - March	<ul style="list-style-type: none"> • Work with ELC Executive Director to update and distribute advertising, application and promotion materials to regions/boards, post on ELCNS website, send to <i>the Teacher</i>, • Communique updated and circulated to regions/boards and posted on websites • Remind regions/boards of application deadline • Host an on-line information session for regional/board contacts



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	<ul style="list-style-type: none"> • Host an on-line information session for interested participants in each region/board (smaller regions can be combined/regional contacts should be encouraged to take part)
April	<ul style="list-style-type: none"> • Application Deadline mid-April • Instructors confirmed for upcoming year • Facilitator Information document emailed to all facilitators • Host an on-line information session for facilitators
May	<ul style="list-style-type: none"> • Region/Board selection process completed, and cohort applicants notified (in time for June PD funding meetings) • Cohort participant names sent to ELC Executive Director/ALP Coordinator by each region/board • Remind cohort participants to complete and submit PD applications to their local PDF committee for Summer Institute I and Seminar #1 • Seminar #1 and Summer Institute I descriptions sent to cohort participants and RC contacts <p>***It is critical that the selection process is completed prior to June PDF Committee meetings.</p>
June - July	<ul style="list-style-type: none"> • Contact new cohort members • Host an introduction/information session for new participants • Locations for seminars established and schedule finalized • Send schedule and locations of seminars/Summer Institute II to facilitators and RC/Board contacts • ELC Executive Director suggest to HR Directors that protégés be paired with principal mentors for residency days • Contact and send the schedule to any participant from the previous cohort who missed a seminar/institute
August	<ul style="list-style-type: none"> • Summer Institute #1/Orientation and Conference (2nd week) • Remind ALP RC/Board contacts that protégés are to be paired with a principal mentor for residency days to start in September



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	<ul style="list-style-type: none"> • Cohort participant handbooks to be distributed at Summer Institute I. (RC/Board contact and principal mentor handbooks distributed at this time also if possible) • Electronic handbook copies emailed to participants, mentors and contacts
September	<ul style="list-style-type: none"> • Provide seminar schedule and handbook to principal mentors • Send seminar/institute PD descriptions to participants for use in applying for PD funding • Confirm locations of seminars/institutes, making sure meeting room is adequate with necessary technology available. (chart paper stand, screen, LCD projector, extension cord, appropriate seating, internet, YouTube access) • If held in a school, contact the person responsible to open and close the building and follow check-in protocols. RC/Board contact may be able to assist
September-August (on-going communication)	<ul style="list-style-type: none"> • Remind cohort participants of date and location prior to every seminar/institute • Ensure facilitators have uploaded seminar/institute power points, bridging assignments and resources to the shared drive following their seminar for access by participants (assist if needed) • Remind facilitators, prior to their seminar/institute, that bridging assignments of previous seminar, feedback form, and expense form are assessable in the shared drive • Send bridging assignments to mentors following each seminar prior to the residency day • Assist facilitators and participants with arranging nutrition break and lunch for each seminar/institute. (lunch often arranged by a participant from the location) • Arrange facilitator supply box to be delivered to a facilitator prior to the seminar/institute • Notify ELCNS Administrative Assistant of attendance for each session to initiate payment and completion certificates • On-going communication and updates to the RC/Board contacts
September (2 nd year)	<ul style="list-style-type: none"> • Ensure all CA documents are up to date and distributed to the RC/Board contacts



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	<ul style="list-style-type: none">• Notify Region/Boards of any participants who did not complete the program due to missed seminars/institutes
October (2 nd year)	<ul style="list-style-type: none">• Culminating Assessment for current cohort administered at the Regional Centre/Board• Send out Participant Program Evaluations/Residency Day Feedback forms, collect and summarize. Send summary to ELC Executive Director• ELC Executive Director to send memo to Regional Centres/Boards regarding celebration of graduates with suggested notes and overview of the Program• Contact the EECD management team member regarding the graduation certificates - Signed by the Minister, printed and distributed to the individual Regions/Boards• Provide the EECD contact with a list of cohort participants by region/board
November (2 nd year)	<ul style="list-style-type: none">• Honor and award ALP Cohort participants with certificates at the Region/Board level