

CONSULTANT, SPECIAL EDUCATION

GENERAL

Under the direction of the Director of Curricula the incumbent is responsible for guiding, directing and supplying leadership to committees of teachers charged with the duty of revising and developing provincial curricula and to provide leadership for the professional development demanded by these programs. In addition the incumbent is expected to supply stimulation, encouragement and support of planned innovative practices at the provincial and local levels.

TYPICAL DUTIES

Assists in the writing and checking of programs of studies, and answers all inquiries concerning the curricular areas for which he is responsible.

Acts as liaison with other education branches and with various book publishers.

Corresponds with educationists in other provinces and countries doing work in similar areas of curriculum development.

Plans surveys of pupil and teacher reaction to programs and evaluates results making subsequent recommendations for change.

Studies professional literature and research; plans and conducts in-service training; speaks to trustees, teachers, administrators, parents and other interested groups.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the latest trends and techniques in education.

Extensive grounding in the area or areas of curricula for which he is responsible.

Organizing and administrative ability necessary for the efficient functioning of Curriculum Committees.

Ability to instruct and advise others and to speak well in public.

Tact, initiative and the ability to work under extreme pressure.

Ability to maintain effective public relations with various groups and organizations connected with curriculum development.

Education, Training and Experience

Graduation from a recognized university with a degree in the subject or subjects pertinent to the particular area of curriculum concerned plus post-graduate training in Education. Minimum of five years' successful teaching or preferably administrative experience.

Physical Standards

Physically capable of performing the duties assigned.