

# Administrative Procedure 450

## Human Resources

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## DUTIES AND RESPONSIBILITIES OF LEARNING LEADERS

### BACKGROUND

Leadership is a shared responsibility and Learning Leaders are critical members of the school's leadership team ensuring curricular development, support, awareness and delivery is in line with the school's overall professional development goals aligned with the Charter mandate.

### PROCEDURES

#### 1. Roles and Responsibilities of Learning Leaders:

- 1.1 A designated Learning Leader is responsible for:
  - 1.1.1 helping to develop and pursue a three-year professional development plan for Westmount;
  - 1.1.2 sourcing resources and professional development opportunities to the school's overall goal and communicating them with staff;
  - 1.1.3 working as liaison between the teaching staff and the administration regarding goals, needs and wants concerning the professional development plan; and
  - 1.1.4 assuming specific duties and responsibilities as assigned by the Principal in congruence with the major focus of the role.

Learning Leaders will accept their appointment on an annual basis. Appointment or reappointment as a Learning Leader shall not imply any extension beyond June 30 of the school year for which the appointment is effective.

Cross Reference: AP-440 Leadership Quality Practice Standard  
AP-445 Administrator Growth, Supervision and Evaluation  
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