



Half-Time (0.5 FTE) Coordinator Position Student Achievement & Assessment

Prince Albert Catholic Schools invites applications for a half-time Coordinator of Student Achievement & Assessment to commence August 2026. This is a two-year term position with an opportunity for renewal. The Coordinator of Student Achievement & Assessment shall be responsible for and work under the direction of the Superintendent of Curriculum and Instruction and consult with the Information Technology Manager.

In cooperation with other system personnel, the Coordinator of Student Achievement & Assessment shall support the aims and objectives of Catholic Education and the Prince Albert Roman Catholic Separate School Division #6.

The Coordinator is responsible for planning, developing, implementing, and evaluating system initiatives for managing Student Achievement and Assessment within the school division. System initiatives include but are not limited to, student assessment data, personnel authorizations of data access, and the management of educational resources, including technology and learning resources.

The responsibilities include but are not limited to:

- Work closely with teachers to support curriculum implementation, such as developing course outlines, long-range plans, and units of study consistent with the philosophy of curriculum renewal and reflective of faith permeation.
- Support teachers with instructional, assessment and evaluation development strategies.
- Support teachers with the use of the electronic gradebook and student progress report.
- Assist with implementing the student achievement strategies that align with the Reading, Writing and Math initiatives of the PA Catholic School Division.
- Assist teachers and administrators in data entry for student assessment systems.
- Collaborate with Superintendent of Curriculum and Instruction, arrange professional development opportunities for professional and support staff, such as after-school PD.

Interested candidates must submit a letter of application and an application form (available at our office or on our website <http://pacsd.ca/about-us/employment-opportunities/>) accompanied by a complete resume with the names of three references to:

Robert Tessier
Superintendent of Human Resources, Prince Albert RCSSD #6
Phone: (306) 953-7500 / Fax: (306) 763-1723
Email: jobs@pacsd.ca

Deadline: Preference will be given to applications received before 9 a.m., May 4, 2026. Open until filled.

Interested candidates with an application currently on file, please submit a letter of application. Only those applicants short-listed will be contacted for an interview.