



Director of Student Services Job Description

The position of Director of Student Services reports directly to the Superintendent who has overall responsibility for the provision of efficient and effective services to students. Under the direction of the Superintendent, the Director of Student Services will support the Division in its development of programs that are supportive of students requiring special services.

As a member of the Division's Senior Administration, the Director will work collaboratively with divisional and school teams and assist the Superintendent to provide leadership, direction, expertise, administration and management in the area of student services, clinical services and early childhood education. The Director will effectively manage human and fiscal resources related to student services, clinical services and early childhood education programming in Park West School Division.

Supervises:

- Speech and Language Pathologists
- Educational Psychologists
- Divisional Guidance Counsellor
- Educational Assistants

Student Services, Clinical Services and Early Childhood Education Services

- Oversees the continuum of appropriate educational programming for all students.
- Assist the Superintendent to plan, develop, coordinate, implement, review and evaluate student services, clinical and early childhood education initiatives and programs.
- Assist the Superintendent to plan, develop, coordinate, implement and review student service, clinical service and early childhood education policies, regulations, procedures, and forms.
- Assist the Superintendent conduct research, gather and analyze and report on data related to student services, clinical services and early childhood programs.
- Direct, coach and mentor school administrators, teachers and school based instructional support staff on student service, clinical and early childhood education programs, including selection of materials and equipment.
- Direct, coach and mentor school administrators and teachers in the Student Specific Planning process and the development, implementation and evaluation of Individual Education Plans.
- Identify transportation needs and assist the Secretary-Treasurer and Transportation Supervisor to plan transportation for early childhood education students and students with special requirements.
- Lead, coordinate, review and evaluate supportable pupil funding applications and programming.



- Lead, coach and mentor school administrators and teachers in the transition planning process for students with exceptional needs.
- Plan, develop, direct, implement, review and evaluate the Unified Referral Intake System (URIS) and student health care plan process.
- Plan, develop, direct, implement, review and evaluate the Violent Risk Threat Assessment (VRTA) team program.
- Direct, coordinate, manage, review and evaluate the school crisis planning, training, and reporting process and documentation (e.g. *School Crisis Response Plan, VRTA, URIS training schedule/reports*).
- Plan, develop, coordinate, implement, review and evaluate the divisional vision and hearing screening programs.
- Liaise with external agencies for services for students and coordinate, implement, supervise, review and evaluate the delivery of special services provided by outside agencies (e.g. *CFS, Mental Health, Manitoba Justice, Manitoba Education*).
- Plan and chair divisional student services, Guidance Counsellor, Resource teacher, clinical service and early childhood education team meetings.

Staff Leadership and Supervision

- Direct and coach school administrators on implementation and monitor of student services, clinical services and early childhood education programs in schools.
- In consultation with the Superintendent, direct, coach and monitor school administrators' performance related to student services, clinical services and early childhood education programs in schools.
- Supervise and evaluate divisional Clinicians
- Provide evaluative input on student services, clinical services and early childhood education programming to Superintendent.
- Provide evaluative input on student services, clinical services and early childhood education programming to school administrators for teacher evaluations, in particular Resource teachers and Guidance Counsellors.
- Assist with the development and review of the strategic educational plan for the school division.

Professional Development Leadership

- Be current developments in pedagogy and regularly attend educational conferences and workshops related to student services, clinical services, early childhood education, special education, counselling and guidance and resource.
- Liaise with student service, clinical service and early childhood education Directors/directors in Manitoba.
- Ensure Superintendent, school administrators and teachers are aware of developments in pedagogy and trends in student services, clinical services, early childhood education, special education, guidance and counselling and resource.



- Assist the Superintendent to plan and coordinate divisional and school based professional development opportunities and workshops related to student services, clinical services, early childhood education, special education, guidance and counselling and resource.
- Coordinate and lead the Violent Risk Threat Assessment (VRTA) team and Working Effectively with Violent and Aggressive States (WEVAS) and Non-Violent Crisis Intervention (NVCI) training.

Human Resource Management

- Directs the educational assistant professional growth plans to support and advance the personnel and program objectives of the schools and the division.
- Directs the staffing process for educational assistant personnel including assessing the staffing needs of each school, advertising, hiring, placing and orienting staff.
- Makes decisions on behalf of the Superintendent/CEO regarding the assignment, transfer, discipline and promotion of educational assistants.
- Lead the recruitment and selection process for instructional support staff (e.g. Educational Assistants, Student Support Facilitators, Early Childhood Educators), Resource Teachers, Guidance Counsellors, and Clinicians as delegated by the Superintendent, including conduct interviews and reference checks and make offers of employment to candidates.
- Assist in the development, review and revision of instructional support staff and Clinician job descriptions.
- Investigate and manage labour relations matters as delegated by the Superintendent, with primary focus on matters related to Educational Assistants. This may include assisting the Superintendent/CEO with grievances, arbitrations, mediation and other judicial processes.
- Assist the Secretary-Treasurer and Superintendent to prepare, review and implement the Educational Assistant staffing formulas and support staff assignment allocations per school.
- Assist the Superintendent and school administrators to review, plan, coordinate and implement Guidance Counsellor, Resource teacher, Clinician and Educational Assistant and other instructional support staff assignments.
- Approve and monitor all leaves and professional development requests related to Educational Assistants.
- Advises and assists the Superintendent/CEO in matters regarding personnel, with specific focus on Educational Assistants governed by the CUPE collective agreement.
- Establishes and monitors the effectiveness of emergency and crisis response plans and teams at each school and division.



Financial Accountability and Reporting

- Provide information and recommendation to the Superintendent and Secretary Treasurer to develop the student services, clinical services and early childhood education programs budgets including the school based instructional support staff salary budgets.
- Manage and administer the divisional approved student services, clinical services and early childhood education programs budgets.
- Manage the divisional student services, clinical services and early childhood education programs purchase process.
- Manages, documents, and completes required reporting documentation of assigned categorical grants.
- Leads the development of programming and funding proposals and coordinates the implementation, evaluation, and reporting requirements of the approved programs
- Oversees Student Services Planning Report and Special Needs Funding Reviews and completes all required provincial and divisional documentation

Other

- Liaise with external and community agencies and Manitoba Education as directed by the Superintendent.
- Attend School Board meetings as requested by the Superintendent.
- Perform other duties as assigned by the Superintendent.

Terms of Employment

- Out of Scope - Individual contract