

POSITION TITLE:

COORDINATOR OF STUDENT SERVICES

Reports to: Superintendent of Student Services

Function/Purpose:

To provide leadership in the implementation of effective practices pertaining to diverse learning needs and to provide leadership to support inclusive education and student wellness.

Required Education, Knowledge, Qualifications and Experience:

- Bachelor of Education Degree from an institution recognized by the Ministry of Education
- Saskatchewan Professional “A” Teaching Certificate
- Minimum of five (5) years successful teaching experience in special education or a related field
- Special Education Certificate or Master’s Degree in Special Education, Administration or Counselling, or related field is preferred
- Knowledge of Saskatchewan Core Curriculum and the Ministry of Education initiatives

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision:

This position does not involve the supervision of staff. The Coordinator of Student Services is responsible for supporting divisional student support staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Coordinator of Student Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Ability to plan, coordinate and present workshops to educators and support staff
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts

- Coordinate the threat assessment (VTRA) and critical incident response protocol (CISM) to support schools in providing the assessment when requested.
- Coordinate the system support for student learning with Response to Intervention (RTI)
- Ability to delegate work to staff and provide appropriate supervision or support to ensure the quality of work meets requirements.
- Provides consultation and inservice to parents and teachers regarding assessment recommendations.
- Knowledgeable in the field of Special Education services, including those of Educational Psychology, Occupational Therapy, Counsellor, and Speech and Language Pathology.
- Identify and provide leadership in planning and/or delivering professional development programs for school-based staff designed to support a model of response to intervention for all students including behavior, assessment, effective instruction and technology.
- Collaborates with parents, teachers, administrators and other agencies with the purposes of improving student learning and wellness.
- Review literature and research as a means of identifying sources of improvement in the Division practices for diverse learning needs and to keep supervisor and other school division personnel informed of trends and innovations developments Interprets reports of other agencies upon request.
- Attends inservice and professional developments authorized by the Director or Superintendent of Student Services.
- Conduct all services in a professional manner adhering to the “Code of Ethics” established by the Division.
- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, students and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Other duties as assigned by the Superintendent of Student Services.
- Enables teamwork, collaboration and information sharing to foster better service.

Judgement, Independence and Client Contact:

- Confidentiality
 - The Coordinator of Student Services is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence

- The Coordinator of Student Services is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with administrators, teachers and other staff on a daily basis.

Mission: Laying the foundation for success.

Vision: One student at a time.