

**POSITION TITLE:**

**SUPERINTENDENT OF STUDENT SERVICES**

**Reports to:** Director

**Function/Purpose:**

To provide leadership, guidance and supervision of student services within the Division.

**Required Education, Knowledge, Qualifications and Experience:**

- Hold a Professional “A” Certificate.
- Hold a Master’s Degree from a recognized university in a field that relates to the major duties of a Superintendent.
- Have a minimum of two years teaching experience in Canada, acceptable to the Division.
- Be eligible for membership with L.E.A.D.S.

**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.

**Duties and Responsibilities:**

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

- Cast a vision for the planning and delivery of Special Education and related services to children.
- Provide supervision and evaluation of professional staff who deliver consultative and specialized services to the children of the Division.
- Provide supervision and evaluation of teachers as assigned by the Director.
- Evaluate the effectiveness of various programs for students who require intervention and recommend changes and/or new or additional programs.
- Provide oversight for the identification and designation of high needs students
- Assist Principals and Teachers in planning for the needs of students with learning challenges.
- Evaluate programming needs and make recommendations regarding requirements for Teacher Assistants and/or other supports.
- 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 may be assigned from time to time by the Director

**Mission:** Laying the foundation for success

**Vision:** One student at a time.

Director Approved: August 14, 2007