



### **Student Services Coordinator Job Description**

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

g

#### **Responsibilities:**

1. Support and foster inclusionary practices in all Park West Schools.
2. Problem-solve and develop behaviour plans designed to help students who are not attending school because of behavioural issues.
3. Help schools and teachers develop quality programming for students with severe emotional and behaviour disorders.
4. Advise the Superintendent/CEO on the management of an effective and efficient model for the provision of speech language pathology and educational psychology services to students.
5. Provide support for regular classroom teachers and resource teachers in accommodating students with special needs.
6. Liaise with community agencies for identification and program planning for students transitioning to adult services.
7. Liaise with external agencies to provide support to school age children.
8. Monitor in collaboration with the Superintendent/CEO and the school principals, all special needs programs within the Division. This would include providing consultation, and support for programs, for classroom teachers in dealing with special needs, and for educational assistants.
9. Serve as the Board's liaison with organizations, agencies, and government departments that provide services for school age persons and assist with their involvement in the schools or school programs.
10. Advise the Superintendent/CEO in the evaluation of existing programs, and the utilization of staff and resources as they relate to special needs; make any recommendations for any revisions or alterations as required.
11. Manage and be actively involved in the process of programming for students with special needs, including funding applications, case conferences, and Individual Education Plan (IEP) development.
12. Advise the Superintendent/CEO in establishing new programs, promoting best practice, developing awareness of existing programs, and making recommendations for program improvement.
13. Provide assistance to guidance programs and mentoring programs within the Division.
14. Assist with the development and implementation of policies and programs essential to student services.



15. Assist the Superintendent/CEO with the preparation of the annual budget, particularly in the special needs area.
16. Assist the Superintendent/CEO with the preparation of information required by Manitoba Education that is directly related to special needs, including applications for categorical grants and Student Services Planning Report.
17. Inform the Superintendent/CEO and the Board of developments and trends in special education and of the special education needs of the Division.
18. Organize a division trauma team.
19. Provide direction in identifying and planning for pre-school children with special educational needs.
20. Establish, implement, and monitor divisional early identification and divisional transition programs.
21. Organize the audiological and vision screening and follow up programs for the Division.
22. Prepare and maintain for the Division such student records as are required.
23. Facilitate, organize, and maintain all Unified Referral Intake System (URIS) related information and records.
24. Advise on the placement of students in special programs namely Life Skills, Individualized, and Modified. Assist in developing and maintaining a system of evaluating and reporting student achievement in the area of special needs.
25. Advise on the transportation and facility requirements of students with special needs.
26. Conduct diagnostic testing of students as required.
27. Promote a climate of awareness and acceptance of individual differences within the School Division.
28. Assist and participate in the division's inservice program, especially as it relates to best practices in the area of special needs.
29. To assist with Department driven initiatives and or pilot projects related to student support services.
30. To facilitate clear and open communication from the Department of Education to and between educators.
31. To provide continuous support to and interaction with teachers, school administrators and divisional personnel.
32. To provide the supports and understandings needed by school personnel to promote inclusive education practices (differentiated instruction/cascade of integration options).
33. To provide the supports and understandings needed by school personnel to develop alternate course outcomes/curriculum, specific to individual student need.
34. To provide support to school staff in identifying and achieving student learning outcomes.
35. To provide instructional support (strategies specific to child's exceptionality; classroom/behavioural management).



36. To consult with teachers, parents, students and community agencies regarding the nature of students' strengths and needs, their educational implications, and ways to enhance learning and interpersonal relationships.
37. To monitor transitional planning.
38. To advocate on behalf of students and their family.
39. Supporting the Superintendent/CEO of Learning/Student Support Services with recruitment as necessary.
40. To ensure that all personnel allocated to serve children with special needs are providing services to those children based upon prioritized need.
41. To review on-going school based resource requests and make recommendations to the Superintendent/CEO as necessary.
42. To engage in annual school profiling (needs assessments).
43. To ensure equitable access to specialist personnel across the division.
44. To ensure that an appropriate division referral process has been established.
45. To participate with the approval of the Superintendent/CEO in the activities and work of professional associations so as to keep informed of developments in the field of special needs and thereby benefit the School Division.
46. Perform such tasks and assume such responsibilities as may be assigned by the Superintendent/CEO