STUDENT SERVICE PERSONNEL
POSITION DESCRIPTION

POSITION TITLE: Coordinator of Student Services

REPORTS TO: Superintendent of Schools

PURPOSE OF POSITION
The primary responsibility of this position will be to provide leadership and support in the coordination of all aspects of Student Services. This person operates as a divisional team member, providing efficient and effective educational services within the school division.

DUTIES AND RESPONSIBILITIES

Coordinate all aspects of Student Services Programming

- Provide leadership in establishing new programs, promoting best practices, developing awareness of existing programs and making recommendations for program improvement
- Develop, coordinate, and implement policies and programs essential to Student Services
- Keep informed of the legal requirements respecting Student Services
- Recruit and select Student Services personnel (ie. Resource teachers, school counselor, student support worker) in conjunction with division & school administrators
- Recruit, select, and supervise FLBSD & Promise Years Clinical Staff
- Coordinate recruitment, selection and supervision of educational assistants
- Coordinate referrals for specialized assessment
- Coordinate programs for students with special needs who receive Level I, Level II or Level III funding support
- Establish and implement divisional early identification programs
- Establish and implement divisional transition programs
- Advise on the transportation needs of children with special needs
- Advise on the facility needs of students with special needs
- Provide budget recommendations necessary to support Student Service programs
- Act as liaison with local, provincial and federal agencies involved with students with special needs
- Promote a climate of awareness and acceptance of individual differences within the school division
- Maintain membership in appropriate professional associations and participate in the activities and work of such associations so as to further personal professional development and thereby benefit the School Division.
- Keep informed of modern educational thought and practice by: advanced study, school system visitation, participation in educational conferences and other appropriate means
- Other related duties may be assigned by the Superintendent