

POSITION TITLE: Administrator of Student Services & Strategic Initiatives

REPORTS TO: Superintendent of Schools

PURPOSE OF POSITION

The primary responsibility of this position will be to provide leadership, support and supervision in the co-ordination of all aspects of Student Services. Using a consultative, collaborative approach, this person operates as a supervisory divisional team member, providing efficient and effective educational services within the school division.

QUALIFICATIONS

- Manitoba Department of Education Teacher Certificate
- Extensive classroom teaching experience at early, middle and senior years – *preferred*
- Special Education Certificate
- Special Education Co-ordinator's Certificate
- Level I School Administrator's Certificate – *preferred*
- Administrative experience at the school level
- Graduate degree and varied related experiences – *preferred*

SUPERVISES AND EVALUATES

- Fort la Bosse Speech and Language Clinicians
- Fort la Bosse Psychologist(s)
- Promise Years Occupational Therapist
- Promise Years Physiotherapist
- Promise Years Speech Language Clinician
- Fort la Bosse Student Support Worker(s)
- Student Services Department Administrative Assistant

DUTIES AND RESPONSIBILITIES

- **Co-ordinate and support the placement of Educational Assistants, maintain seniority lists and facilitate transfers/layoffs as necessary**
- **Facilitate and provide leadership in the following areas: Threat Assessment, Division Accessibility Planning and Emergency Preparedness Plan**
- **In consultation with the Superintendent of Schools, co-ordinate and report on division strategic planning initiatives**
- **Prepare, review and administer, in collaboration with the Superintendent of Schools, the Student Services annual budget**
- **Facilitate and provide leadership on Division Literacy programming and Aboriginal Education**
- **Support School Administration with Student Service Programming**
- Provide effective leadership through positive relationship building with all Division stakeholders

- In consultation with the Superintendent of Schools, co-ordinate the recruitment and selection of Student Services personnel
- Co-ordinate professional development for Student Services personnel and provide leadership at division Student Service meetings
- Co-ordinate the planning and delivery of professional development for Educational Assistants
- Recruit, supervise and evaluate the Promise Years clinical staff and programs within the Division
- Represent the Division as a member of the Promise Years Board of Directors
- Represent the Division as a member of the Regional CTI management team
- Administer, in conjunction with regional members, the Promise Years and CTI budgets
- Act as liaison with local, provincial and federal agencies concerned with the developments in the Student Services fields; including, but not limited to: Prairie Mountain Health, Child and Family Services, Addictions Foundation of Manitoba, Society for Manitobans with Disabilities, Manitoba Community and Youth Correction/Probation, Manitoba Education and Training, Universities and so forth
- Co-ordinate and monitor health plans within the Division surrounding URIS nursing staff and URIS program manager
- Provide recommendations on transportation arrangements for students with special needs
- Co-ordinate referrals for specialized assessment for preschool through to 21 years of age
- Co-ordinate and supervise partnership to provide divisional early identification programs
- Assist in the data collection and consultative process in support of transition of students with special needs entering the Division, between schools and those moving from school to adult services
- 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 Division. (eg. SSAAM, Westman SSAAM, PFAST)
- Facilitate appropriate application for eligible students with special needs to receive support – supervise application development, data collection, reporting process
- Along with Senior Administration, develop Division policy pertaining to the area of Student Services and keep informed of emerging or revised legislation in order to revise Division policy as needed
- Other duties as assigned by the Superintendent of Schools