

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE: Coordinator of Student Support Services**

**REPORTS TO:      Directly:      Superintendent of Schools**  
**Indirectly:**

### **Purpose:**

As part of the system wide Student Services Team, the Coordinator of Student Support Services is a specialist in the area of special education and diversity education. They will provide administrative and consultative support to the school division in the area of diverse student needs.

### **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 5 years successful teaching experience in special education or a related field
- A special education certification and/or Masters Degree in Education from an institution recognized by the Ministry of Education is preferred
- Demonstrated knowledge of Saskatchewan Core Curriculum and Ministry of Education initiatives
- Knowledge of best practices in educational leadership
- Knowledge of trends and needs in the education of students with diverse needs
- Possess a current and valid Driver’s License
- Experience in the delivery of human services would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

### **Required Skills and Abilities:**

- 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
- Strong communication skills including superb writing, content development skills, strong presentation, oratory and verbal skills with individuals at all levels of the organization.
- Compose a variety of documents and/or facilitate group discussions and solve practical problems
- Ability to work with diverse groups of people
- Strong problem solving skills are required to analyze issues and create action plans
- Highly developed organizational skills with the ability to successfully manage and coordinate a number of projects and tasks while effectively managing time
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally
- Ability to develop and maintain working relationships with all staff within the school division, with local and provincial organizations and with the local community
- Ability to act in a team leadership capacity
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Display a positive attitude and work ethic in all aspects of the position
- Ability to successfully contribute as part of a case management team.
- Demonstrated ability to prioritize multiple demands and effectively manage time

**Supervision of Other Staff:**

This position directly supervises the Speech-Language Pathologists and Occupational Therapists and provides day to day supervision for Educational Psychologists, Learning Consultants, English as an Additional Language Consultants, Diversity Education Teachers and Education Assistants.

**Duties and Responsibilities:**

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

- Participate as a active member of the Student Support Services team in carrying out the NESD vision and mission
- Consult with classroom teachers, administrators and superintendents with regard to support the student services programs within the division
- Work with the student support team to support programs for students with diverse needs in the school division
- Monitor and support through data driven decision making the student services programs to ensure its efficiency and effectiveness
- Assess existing programs or services and advocate or implement improvements to these programs and services as they pertain to response to intervention
- In conjunction with the Superintendent of Schools, prepare the student services annual operating budgets as it relates to student learning and response to intervention.
- In conjunction with the Superintendent of Schools and Human Resources, prepare the annual staffing processes as it relates to student services
- To develop and oversee the process and procedures for providing supports for diverse learning needs
- Coordinate program delivery consistent with provincial and divisional initiatives
- Collect and coordinate data as required
- Facilitate Professional Learning Communities as required
- Attend Administrator Meetings as required
- Be knowledgeable and supportive of applicable Division Operational Policies & Procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Superintendent of Schools

**Judgment, Independence and Client/Peer Contact:****Confidentiality**

At no time should a Coordinator of Student Support Services discuss, in public, information pertaining to a student. A Coordinator of Student Support Services is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

**Independence**

The Coordinator of Student Support Services is expected to work independently and as a team member of both the school-based and division staff.

**Client/Peer Contact**

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

**Responsibility for Quality of Assigned Work:**

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

**Salary Grid: Coodinator**

The salary grid for the position is tied to the following grid:

**Currently Negotiated LINC agreement as defined for Coordinator Salaries**

<b>Approved By:</b>	Dean Biesenthal, Supt of Human Resources
<b>Date Approved:</b>	May 2012
<b>Reviewed:</b>	