



**DIRECTOR OF STUDENT SERVICES**  
PRAIRIE ROSE SCHOOL DIVISION

**Approved:** February 22, 2021

**Position:** Director of Student Services

**Reports to:** Superintendent/CEO

**Policy:** The Director of Student Services is part of the Division's senior administrative team, comprised of the Superintendent/CEO, Assistant Superintendent, Secretary-Treasurer, Human Resources Manager, Transportation Supervisor, Facilities and Safety Supervisor and Information Technology Supervisor.

The Director of Student Services shall focus in the area of educational support services and will be responsible for the long term planning, coordination, development, and evaluation of programs in the areas of student services: not necessarily limited to but including exceptional student education, clinical services, resource teacher services, counselling services, education assistant support, programming for students at risk, and medical interventions.

The Director of Student Services shall be compassionate, an advocate for students, and shall demonstrate a commitment to continuous improvement and high student achievement for all. They shall facilitate a diversity of programming and student services and support collaborative decision-making and school-based planning.

The Director of Student Services shall exemplify strong moral values, high standards of ethical conduct, a commitment to the Division's philosophy of education, and excellent interpersonal, communication, and administrative skills.

**Responsibilities:**

**Student Services:**

- Oversees the provision of PRSD Continuum of Supports for students
- Provides consultation and support to the school division's student services team and to classroom teachers to maximize opportunities for the inclusion of students with exceptional needs within inclusive classroom and school settings
- Provides consultation and support for student services personnel; resource teachers, guidance counsellors, social workers, speech and language pathologists, and psychologists
- Provides support to families to facilitate student success
- Arranges transportation for students with special requirements
- Provides leadership and support to schools during the transition planning processes for students with special educational requirements
- Coordinates the hearing screening programs across the school division and supports the Manitoba Association of Optometrists to share information through their Eye See...Eye Learn program
- Monitors and supports the implementation of Student Specific Plans and Individual Educational Plans with school teams

- Coordinates outsourced clinical and student support contracts (occupational and physio therapy, music and art therapy)
- Collaborates with administration to support appropriate educational programming based on the presenting needs of the students; coordinates, designs, and implements special/unique projects
- Coordinates student internship/practicums for clinical services

### **Human Resources:**

- Provides leadership during the development and revision of job descriptions for all student services personnel
- Manages the recruitment, supervision, professional growth plans, and evaluations of clinical services personnel
- Assists school principals in the recruitment and placement of professional and support staff who work with students with exceptional learning needs
- Assists the Human Resources Manager in the recruitment process of casual/substitute educational assistants
- Coordinates Manitoba Education Consultant supervision for clinicians new to the discipline
- On the direction of the Superintendent/CEO, conducts student services audits to develop staff performance improvements/support plans and collaborates with the principal to provide necessary coaching/guidance of the plan
- Allocates student services grant monies to schools in accordance with presenting class/school profiles and presenting student needs
- Assists the Superintendent/CEO and Human Resources Manager in overseeing the implementation and administration of the collective agreements that are connected to the student services operation of the school division
- Resolves disputes informally and/or formally as required

### **Management Accountability:**

- Chairs divisional student services team meetings; agenda preparation and meeting notes/minutes distribution
- Provides leadership and coordinates professional development opportunities for student services staff; educational assistants, resource teachers, guidance counsellors, social workers, speech and language pathologists, and psychologists
- Directs the development and implementation of divisional processes for Unified Referral and Intake System (URIS) plans – written health care plans for students
- Assists the Superintendent in the development and/or review of student services policies, and administrative procedure as required by the direction of the Province of Manitoba and the Board of Trustees
- Leads and coordinates the Violent Risk Threat Assessment Committee and all related professional development and training requirements
- Leads the Division Crisis Response Team in consultation with the Superintendent/CEO, manages the completion and submission of school crisis planning, training, and reporting documentation – School Crisis Response Plan, VRTA and URIS training reports, etc.
- Acts as the divisional coordinator for any government directed student survey, share divisional results with student services team, and provides leadership to divisional initiatives resulting from survey results
- Coordinates WEVAS and First Aid/CPRS training for teaching and support staff

- Manages the Divisional Student database reflecting specialized service referrals, diagnosis and required student services resources
- Creates and presents professional learning presentations to the Board of Trustees on matters that relate to appropriate educational programming, inclusion, and student services programs
- Demonstrates a commitment to personal professional growth and development through professional reading, attendance at educational conferences, and workshops related to student services programming and leadership
- Serves on divisional and provincial committees as requested or nominated
- Liaises with community agencies as directed by the Superintendent/CEO
- Liaises with Student Services Administrators and Manitoba Education in the region
- Attends all Board and assigned Committee meetings as requested by the Superintendent/CEO
- Leads and coordinates the PRSD Reporting Child Abuse/Child Protection procedures and all related professional development and training requirements
- Provides leadership to develop the divisional Priority Plan with the student services team

#### **Financial Accountability:**

- Provides direction to the Superintendent/CEO and Secretary-Treasurer during the development of the student services budget and be responsible for the effective administration of the approved student services operational budget and assigned categorical grants
- Manages assigned categorical grants including reporting, fund distribution and document submissions to the grant source
- Leads the development of programming and funding proposals and coordinates the implementation, evaluation, and reporting requirements of the approved programs
- Oversees student specific funding applications to support students Emotionally/Behaviourally Disordered (EBD3)
- Oversees Student Services Planning Report and Special Needs Funding Reviews and completes all required provincial and divisional documentation

#### **Education and Experience:**

- A Master Degree in Education or related field
- A Manitoba Special Education Coordinator's Certificate
- A Manitoba Teacher's Certificate
- Minimum of 5 years teaching in the field of Special Education along with previous progressive experience in educational program planning and administrative planning at a school or divisional level