



## Student Services Co-ordinator

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**Position Profile:** The Student Services Co-ordinators are responsible for the leadership, co-ordination and general supervision of student support services. Each Student Services Co-ordinator is responsible for a cluster of schools in a specified service area within the Division. The area of Student Services is responsible for the coordination, development and delivery of appropriate educational programs and services to support students with exceptional learning and behavioral needs.

**Directly Reports To:** Superintendent of Student Services

**In-Directly Reports:** Principal & Student Support Teacher

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### Duties & Responsibilities

- Participate in the Student Services Professional Learning Community meetings as called by the Superintendent of Student Services. As an active member of a PLC, the Student Services Co-ordinator must strive to develop consistent, research based practices that strive to support student learning and system improvement within a collaborative culture.
- The coordination, support and general supervision of a team of professional staff who are responsible to provide services in the areas of Special Education, School Counseling, Speech-Language Pathology, Educational Psychology and Occupational Therapy.
- Providing leadership and direction within their service area with regard to current and emerging initiatives from the Ministry of Education in the area of children's services.
- Providing support to the Superintendent of Student Services in the preparation of an annual budget and the management of the financial resources allocated to the area of Student Services.
- The gathering and annual submission of Special Education data on the School Grants / Special Education database as required by the Ministry of Education.
- The recruitment, deployment and coordination of the paraprofessional staff who are assigned to provide student support services in their designated service area.
- Advocating for and providing leadership, direction and guidance for inclusive education practices in all schools.
- Determining appropriate placements and program supports for students with intensive/diverse needs.
- Supporting and monitoring the development of Personal Program Plans for those students receiving intensive supports.

- Liaison, consultation and collaboration with regular classroom teachers, parents and other personnel or agencies to support student success in learning and school achievement.
  - Representing the Division, in coordination with the Superintendent of Student Services, at meetings and integrated services initiatives.
  - Determining Division priorities and organizing professional development opportunities to provide for the growth and development of the professional and paraprofessional staff who work with special needs students.
  - Additional Division-wide lead responsibility in specific areas that pertain to student services.
  - Other duties as assigned by the Superintendent of Student Services.
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### **Education & Qualifications**

- Minimum Bachelor of Education degree
  - Professional “A” Saskatchewan Teaching Certificate
  - Post graduate education in special education or administration is preferred
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### **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
The Student Services Co-ordinator must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- **Adaptability & Flexibility**  
The Student Services Co-ordinator must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one’s approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.
- **Communication**  
The Student Services Co-ordinator must communicate effectively to school administration and staff. Excellent interpersonal skills along with proven written and oral communication and computer and presentation skills are required.
- **Job Knowledge**  
The Student Services Co-ordinator must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.
- **Cooperation & Teamwork**  
This position involves working collaboratively with senior management, various professional service providers, coaches, and other school personnel on a daily basis. The Student Services Co-ordinator must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**  
The Student Services Co-ordinator must display a positive attitude toward others, their work, schools and the division.
- **Confidentiality**  
At no time should the Student Services Co-ordinator discuss in public information pertaining to employees, students or the operation of the division. The Student Services Co-ordinator is expected to respect the confidential nature of their 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. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.