

SUPERINTENDENT OF STUDENT SERVICES: ROLE AND RESPONSIBILITIES

Background

Guided by the Division's vision, mission, values, and goals the Superintendent of Student Services will assist the Director in fulfilling the general and specific aspects of the role description for the Director as defined in provincial statute, Ministry of Education documents, and Board Policy.

Procedures

The Superintendent of Program Student Services will have specific responsibilities for:

1. Leadership Practices

- 1.1 Practices leadership in a manner that is viewed positively and has the support of those with whom he/she works most directly in carrying out the directives of the Director.
- 1.2 Works to achieve goals approved by the Director for the Ministry and the Division.
- 1.3 Monitors the achievement of the goals established for the Ministry and the Division related to the duties of this position.
- 1.4 Develops and implements a personal professional development plan for his/her ongoing professional improvement.
- 1.5 Provides supervision, evaluation, and supports to individuals and departments reporting to this position.
- 1.6 Is encouraged to provide representation on external committees which align with roles and responsibilities of the position and demonstrate a benefit to the organization and personal development subject to the approval of the Director of Education.
- 1.7 Develops and maintains positive and effective relations with external and internal educational colleagues.

2. Educational Leadership

- 2.1 Advocacy
 - 2.1.1 To facilitate communication between the Division and Ministry of Education regarding specialized programs.
 - 2.1.2 To co-ordinate and assist with the field testing, in-servicing, and implementing of Ministry of Education Special Education Branch materials as necessary.

2.2 Program/Staff Consultation

- 2.2.1 Collaboration with school-based personnel to maximize efficiency of programming.
- 2.2.2 Provide support as necessary (assessment interpretation; regular, special needs, and gifted programming; parent conferences).
- 2.2.3 To organize and co-ordinate the in-servicing of personnel participating in specialized programs.
- 2.2.4 To provide information and opportunity for exposure to resources in special education as designed by the Ministry of Education.
- 2.2.5 To assist in monitoring development and implementation of Personal Program Plans (PPP).

2.3 Specialized Placements/Purchase of Services

- 2.3.1 To liaise and co-ordinate activities with agencies, institutions, and individuals providing special services to the children of the Division.
- 2.3.2 To assist in co-ordination assessments of special needs students as necessary.
- 2.3.3 To assist in the decision to place students in educational placements outside the Division.
- 2.3.4 To consult with the Transportation Manager and parents regarding the busing of special needs students.
- 2.3.5 To assist with and facilitate the transfer of special needs students between schools with the Division.

2.4 Division Initiatives

- 2.4.1 To assist in the implementation of initiatives regarding Ministry of Education curricula prioritized by the Director.
- 2.4.2 Works with special education personnel to ensure that alternative education, the adaptive dimension, and gifted education needs are met within the planning of programs with regards to the initiative.
- 2.4.3 Facilitates the evaluation of learning materials with regards to supporting special education students within the context of the initiative.
- 2.4.4 Collects data regarding achievement of students in special circumstances with respect to the targeted skills.
- 2.4.5 Evaluates the role of complementary therapies with respect to initiative.

3. Fiscal Responsibility

- 3.1 Prepares an annual budget to support centralized implementation of Superintendent initiatives.

- 3.2 Reviews, approves and regularly monitors school based plans regarding the expenditure of funds related to Division-based initiatives and decentralized budgets.
 - 3.3 Ensures that financial resources are expended in accordance with the annual budget approved by the Board, except in the case of an emergency with the direct approval of the Director/Superintendent of Business Administration.
 - 3.4 Ensures that procurement procedures for learning materials, such as academic supplies, are followed to minimize Division expense and to obtain comparative prices and quality.
 - 3.5 Provides appropriate financial information and accountability reports related to the functioning of school personnel and programs within the assigned area.
 - 3.6 To co-ordinate the requests of Indian and Northern Affairs for financial support for the tuition of Aboriginal students with special needs.
4. Personnel Management
- 4.1 Responsible to recruit all student services professional and paraprofessional staff in consultation with the Principal of the school (where applicable).
 - 4.2 Has overall authority and responsibility for student services personnel-related matters related to ordinary requests for staff in-service and personnel leave, as mandated in the administrative procedures manual, collective bargaining agreements and employee handbooks.
 - 4.3 Works to monitor and improve the performance of teachers through supervision and evaluation.
 - 4.4 Supports Principals to monitor and improve the performance of in-school support staff and other support staff.
5. Professionalism
- 5.1 Respects, honors and adheres to the Code of Ethics as described in L.E.A.D.S. Bylaws.
6. Strategic Planning and Reporting
- 6.1 Takes the lead responsibility for planning and evaluation of programs in key areas as assigned by the Director.
7. Organizational Management
- 7.1 Demonstrates effective organizational skills resulting in area compliance with all Director mandates and timelines.
 - 7.2 Reports to the Director with respect to matters identified in and required by Board policy and the administrative procedures manual.

8. Confidentiality

- 8.1 At no time should a Superintendent of Student Services discuss in public information pertaining to employees, students or the operation of the division. A Superintendent of Student Services 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*.

9. Performance of other duties consistent with the position as may be assigned from time to time by the Director.

Legal Reference: Section 85, 87, 108, 109 Education Act, L.E.A.D.S. Bylaws

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