

**Duties of Coordinator of Student Services**

The role of the Coordinator of Student Services is to provide direction and coordination of student support services and such related services as deemed appropriate to enhance and ensure effective delivery of appropriate education for all students. The Coordinator will provide leadership in cooperation with the Superintendent and Principals in the areas of: student services programming, curriculum implementation, and personnel allocation and management in the relating to student services. In fulfilling this role the Coordinator shall work in accordance with Board policy and under the supervision of the Superintendent of Schools. The duties will include, but not be restricted to, the following:

1. Function as a team leader for the Resource teachers of the Division by organizing and directing regular Resource Team divisional meetings, assisting Resource Teachers in organizing and conducting Student Services meetings at the school level, and providing leadership in a range of initiatives to strengthen and develop the skills and knowledge of the Resource Team.
2. Supervise and coordinate the work of the school division clinicians.
3. Act as liaison with appropriate outside agencies, organizations, and government departments involved in providing services to students in the Division.
4. Organize and coordinate the audiological and vision screening and follow-up programs for the Division.
5. Provide leadership in the use of standardized tests and other measures pertaining to assessing student needs.
6. Assist with the preparation and administration of the annual budget in the Student Services area.
7. Submit proposals for grants available from Manitoba Education pertinent to Student Services, plan and monitor grant expenditure, and provide leadership in the organization of the programs funded by said grants.
8. Be responsible for the preparation and submission of information required by Manitoba Education relating to Student Services.
9. Provide leadership in the evaluation of existing programs, and the utilization of staff and resources as they relate to special needs; and make recommendations for any revisions or alterations as needed.
10. Inform the Superintendent and trustees of developments and trends in the area of student support services and appropriate education, and of the needs of Division students in this area.

11. Provide reports to the Board and attend meetings of the Board as requested by the Superintendent.
12. Provide leadership and direction in transitioning students/children with special education needs entering or leaving the school system or transitioning to high-school.
13. Plan with the Coordinator of Transportation appropriate transportation services to meet the special or unique needs of students.
14. Maintain membership in appropriate professional associations such as Student Services Administrators' Association of Manitoba (S.S.A.A.M.), and participate in the activities and work of the associations.
15. Provide leadership in collaboration with the Superintendent and the PD Committee Chairperson in the planning of professional development programs for the Division.
16. Assist in developing and maintaining a system of evaluating and reporting student achievement.
17. Provide leadership and direction for effective curriculum implementation in the Division.
18. Carry out such other duties as The Board and Superintendent may from time to time direct.