

DUTIES OF THE CO-ORDINATOR OF STUDENT SERVICES

The role of the Co-ordinator of Student Services is to provide direction and co-ordination so that the combined resources of the school division and those selected from appropriate provincial and community departments or agencies could be used to enable students to utilize their educational opportunities to the fullest. In fulfilling this role the Co-ordinator shall work in accordance with Board Policy and under the supervision of the Superintendent of Schools. The duties of the Co-ordinator would include but not be restricted to the following:

1. Supervise and co-ordinate in collaboration with the Superintendent and the school principals, all special needs programs within the Division. This leadership would include providing direction, consultation and support to special needs, occupational entrance and resource programs. It would include providing direction, consultation and support for teacher assistants and for regular classroom teachers in dealing with special needs.
2. Supervise and co-ordinate the work of the school psychologist, language clinician and social worker.
3. Maintain contact with organizations, agencies, and government departments which provide services for school age persons and co-ordinate their involvement in the schools or school programs. This would include the Department of Education and Training; Department of Health and Community Services; and agencies such as Child and Family Services, C.N.I.B. and others as the need or opportunity arises.
4. Organize and co-ordinate the audiological and vision screening and follow up programs for the Division.
5. Organize and Co-ordinate the standardized testing programs within the Division.
6. Provide leadership and co-ordination to guidance programs in the division including career guidance programs.
7. Assist the Superintendent and Principals with the selection and supervision of staff particularly in the special needs and teacher assistant areas.
8. Assist the Superintendent with the preparation of administration of the annual budget, particularly in the special needs area.
9. Assist the Superintendent with the preparation of information required by Manitoba Education that is related to special needs.

10. Provide leadership and assistance in the planning of professional development and in-service programs for the Division.
11. Regularly visit classrooms and observe programs in the schools.
12. 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.
13. Inform the Superintendent and trustees of developments and trends in special education and of the special education needs of the Division.
14. Attending meetings of the Board on a regular basis.
15. Provide leadership and direction in identifying and planning for pre-school children with special educational needs.
16. Supervise the placement of students in special programs viz. TMH, EMH, OEC/04, Individualized and Modified. Assist in developing and maintaining a system of evaluating and reporting student achievement in the area of special needs.
17. 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 such associations so as to keep informed of developments in the field of special needs and thereby benefit the school division.
18. Carry out other duties as the Board of Trustees and Superintendent may from time to time direct.

Approved November 7, 1989
Revised October 18, 1994