

## **DUTIES OF THE STUDENT SERVICES CO-ORDINATOR**

The role of the Student Services Co-ordinator 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 are 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. 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 appropriate educational programs within the Division. This leadership would include providing direction, consultation and support to students, families and school teams including school principals, classroom teachers, resource teachers, guidance counsellors, educational assistant, and clinicians.
2. Supervise and co-ordinate the work of the school clinicians and itinerant resource teachers.
3. Maintain contact with organizations, agencies, and government departments which provide services for children aged 0-21 and co-ordinate their involvement in the schools or school programs.
4. Organize and co-ordinate the audiological and vision screening and follow up programs for the Division.
5. Organize and co-ordinate the URIS medical plans within the Division.
6. Provide leadership and co-ordination to guidance and resource programs in the division.
7. Assist the Superintendent and Principals with the selection and supervision of staff when appropriate.
8. Assist the Superintendent with the preparation of administration of the annual budget, particularly in the Student Services and EAL areas.
9. Assist the Superintendent with the preparation of information required by Manitoba Education that is related to Student Services and EAL.

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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 Student Services and EAL and make recommendations for any revisions or alterations as needed.
13. Inform the Superintendent and trustees of developments and trends in meeting the appropriate education standards and regulations along with trends and needs in the student services area in the Division.
14. Attending meetings of the Board as requested.
15. Provide leadership and direction in identifying and planning for pre-school children.
16. Work with school teams in the appropriate educational placement of students. Assist in developing and maintaining a system of evaluating and reporting student achievement.
17. Maintain membership in appropriate professional associations such as Student Services Administrators' Association of Manitoba (S.S.A.A.M.).
18. Carry out other duties as directed by the Board of Trustees and Superintendent.

Approved November 7, 1989  
Revised October 18, 1994  
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