



## **SEVEN OAKS SCHOOL DIVISION**

### **Special Education Co-ordinator**

The Special Education Co-ordinator assists the Assistant Superintendent, Student Services, to ensure that schools provide the best possible inclusive educational programs and services for students with special needs. The Co-ordinator works collaboratively with school teams to ensure that students with special needs have appropriate educational programming.

For a detailed position description, please visit our website at the following link:

<http://www.7oaks.org/Governanceleadership/boardoftrustees/Policies/Policies%20Section%20G/GBBAB.pdf>

Applicants must have a B.Ed, Special Education Certificate and a minimum of five years practical experience. A Masters degree would be considered an asset.

Please send your cover letter, resume and a statement of your philosophy of educational leadership by **May 6, 2011 at 4:00 p.m.** to:

Human Resources  
830 Powers Street  
Winnipeg, MB R2V 4E7

[www.7oaks.org](http://www.7oaks.org)

**THE SEVEN OAKS SCHOOL DIVISION**  
**PERSONNEL QUALIFICATIONS AND DUTIES**  
**SPECIAL EDUCATION CO-ORDINATOR**

**Immediate Supervisor** Assistant Superintendent, Student Services.

**Core Function**

Assists the Assistant Superintendent to ensure that schools provide the best possible inclusive educational programs and services for students with special needs. Work collaboratively with school teams to ensure that students with special needs have appropriate educational programming.

**Responsibilities**

1. Assist with the organization and coordination of appropriate educational programming for students with special needs.
2. Continually assist and support staff in understanding and promoting inclusive education practices.
3. Work with school teams to support the development and programming of Individual Education Plans for students with special needs.
4. Coordinate the Special Needs Categorical Funding with Manitoba Education Liaise with divisional staff including superintendents, school administrators, educational and clinical support personnel, teachers, transportation and maintenance personnel, secretary treasurer personnel and others.
5. Liaise with government and community supports including Manitoba Education, School Therapy Services, Child and Family Services, Manitoba Family Services, Children's Special Services, Marymount, St. Amant, Manitoba Adolescent Treatment Centre, Manitoba School For the Deaf, Winnipeg Regional Health Authority, medical practitioners, social agencies and other members of the community.
6. Coordinate and facilitate transitions of students with special needs into Seven Oaks schools. These include Kindergarten intakes, interdivisional transfers, transitions from early to middle to senior years.
7. Identify, plan and facilitate professional growth activities that enhance student inclusion for staff.
8. Provide leadership through professional development, membership and committee work in professional organizations/associations.
9. Recommend the purchase of current materials and technology to support inclusive education and appropriate programming.

10. Authority to approve expenditures for materials and equipment for students with special needs within the limits of the approved budget. Expenditures in excess of these limits require the prior approval of the Assistant Superintendent.

11. Prepare reports related to students with special needs as requested.

12. Coordinate and provide training for vision and hearing screening within the division.

**Education Requirements**

B. Ed., Masters degree an asset

Special Education Certificate

5 Years related practical experience