

**DUTIES OF THE ASSISTANT SUPERINTENDENT –
STUDENT SERVICES**

TITLE: ASSISTANT SUPERINTENDENT – STUDENT SERVICES

REPORTS TO: SUPERINTENDENT

The primary responsibilities of the Assistant Superintendent – Student Services are to provide leadership and support to all school division personnel in the development and implementation of student support services and programming within an inclusive setting in accordance with the Seven Oaks School Division Mission Statement.

He/she assists the Superintendent with particular responsibilities and works collaboratively with the Superintendents' Team.

1. Administers the Division's Inclusive Education Policy (IDDF).
2. Works collaboratively with the Superintendents' Team and school administrators to develop support staff projections/requirements which support the program goals and objectives of the Seven Oaks School Division.
3. Assists in the planning, organization and implementation of inclusive educational programming and practices consistent with the Division's goals and objectives.
4. Makes provision for programming both inside and outside of the Division for students with Special Education needs.
5. Provides leadership for professional learning for divisional personnel as it relates to appropriate educational programming for students.
6. Recommends to the Assistant Superintendent of Personnel the appointment of student services personnel and paraprofessionals.
7. Prepares reports and proposals for Manitoba Education, Citizenship and Youth as required.
8. Serves as a liaison Superintendent of a group of assigned schools.
9. Assists the Superintendents' Team, school administrators and divisional team leaders in

- articulating to the community the division mission statement as it relates to inclusive educational goals, objectives and programs.
10. Participates in appropriate local, provincial, regional, national and international organizations which promote the general goals of public education.
 11. Represents the Board, when so directed, at meetings of educational institutions in which the Division has an official or educational interest.
 12. Works with schools, community members and community organizations to develop and enhance the capacity of the community by developing community assets, programs and action plans.
 13. Serves on Divisional committees as required.
 14. Recommends to the Assistant Superintendent – Personnel the appointment of personnel in particular areas.
 15. Reviews and provides supports and supervision to divisional personnel and programs as assigned.
 16. Submits reports as requested by the Superintendent.
 17. Assists the Superintendent in Collective agreement negotiations with employee groups and oversees the implementation and administration of collective agreements as assigned.
 18. Assists the Superintendent in preparing an annual budget adequate to support inclusive education requirements.
 19. Acts as liaison to the Director of Maintenance and Transportation in determining facility and transportation needs as related to students with Special Needs.
 20. Authorizes expenditures within the limits of the budget approved by the Board.
 21. Attends all Board meetings as directed by the Superintendent.
 22. Provides liaison to parents of children with Special Needs.
 23. Performs other duties as assigned.