

**PROFESSIONAL PERSONNEL QUALIFICATIONS AND DUTIES****STUDENT SERVICES DIRECTOR****Immediate Supervisor**

Director, Support Services.

**Core Function**

Assists the Director, Support Services to ensure that schools provide the best possible inclusive educational programs and services for students. Work collaboratively with school teams to ensure that students have appropriate educational programming.

**Responsibilities**

- Assist with the organization and coordination of appropriate educational programming.
- Continually assist and support staff in understanding and promoting inclusive education practices.
- Work with school teams to support the development and programming of Student Specific Plans.
- Liaise with Manitoba Education and divisional staff including superintendents, school administrators, educational and clinical support personnel, teachers, transportation and maintenance personnel, secretary treasurer, personnel and others.
- Liaise with government and community supports including and not limited to Manitoba Education, School Therapy Services, Child and Family Services, Manitoba Family Services, Children's Disability Services, Community Living Disability Services, Manitoba Youth Centre, 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.
- When required coordinate and facilitate transitions of students into Seven Oaks schools. These include Kindergarten intakes, interdivisional transfers and transitions from early to middle to senior years.
- Identify, plan and facilitate professional growth activities that enhance student inclusion for staff.

Revised: December 13, 2021

Revised: May 29, 2017

Revised: March 14, 2011

- Provide leadership through professional development to support professional staff, clinicians and support staff.
- Recommend the purchase of current materials and technology to support inclusive education and appropriate programming.
- Authority to approve expenditures for materials and equipment for students within the limits of the approved budget. Expenditures in excess of these limits require the prior approval of the Director, Support Services.
- Prepare reports as requested by the Director, Support Services.
- Coordinate and provide training for vision and hearing screening within the division.
- Supervise and evaluate all new clinicians in collaboration with discipline-specific team leader.
- Provide ongoing discipline-specific consultations and supervision of clinicians.
- Schedule, manage and lead discipline-specific team meetings.
- Serve on ad hoc or standing committees as requested by the division.
- Ensure the development and maintenance of discipline standards for quality of services and supervision of staff where supervision is required or requested.

### **Education**

- Bachelor of Education, Bachelor of Social Work, Master of Arts and School Psychology or Masters in Communication Disorders.
- Extensive school-based experiences.