
STUDENT SERVICES ACHIEVEMENT COORDINATOR

Role

The Student Services Achievement Coordinator will provide leadership and support under the direction of the Superintendent in the coordination of special education, support services, guidance, numeracy and literacy within the Division, as well as in other areas as defined in consultation between the Superintendent and the Coordinator. Due to the consultative nature of this role, it is imperative that the Coordinator establish good working relationships with the school administrators of the Division to work through and with those administrators in providing support for special education, curriculum and guidance programs within their schools.

The major responsibilities of the Coordinator are to provide positive direction towards effective programming for all special needs children throughout the Division; to ensure that necessary resources and supports are available; to attempt to maximize the effectiveness of all human resources involved through professional development, teamwork and collaboration and to coordinate all the varied facets of a complicated delivery system. This position will also be responsible for working with staff to improve the Division's numeracy and literacy levels by providing support to schools in this area.

Supervision Received

As in the case of other administrative personnel within the School Division, a formal evaluation review will be conducted by the Superintendent on the role of the Coordinator, as defined herein, according to the following interval schedule: during the first year of any coordinator position and every four years thereafter.

Responsibilities

1. To provide coordination and consultation to special needs programming in Swan Valley and to make recommendations for program, staff and resources where appropriate, for consideration of the Superintendent and respective school administrators. To design and implement with the Superintendent's input, a numeracy and literacy plan for the school division.

Specifically:

- a) To coordinate, provide ongoing support and monitor the collaborative resource service in each school and across the Division with particular

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- emphasis on support to resource teacher efforts both practically and professionally.
- b) In consultation with the Superintendent, determine role, recruit, coordinate and supervise the Divisional clinical positions of Psychologist and Speech/Language Clinician.
 - c) To provide encouragement, support, and ongoing assessment of special needs middle years and senior years programming alternatives with particular emphasis on screening procedures and the provision of ongoing evaluation of student growth.
 - d) In consultation with the Superintendent and the Principal of the school concerned, to provide assistance in the areas of recruiting, monitoring and providing supports for educational assistants involved in the special needs programming of the Division.
 - e) To supervise and provide consultation and reporting regarding special needs grants from all sources.
 - f) To assist in the provision of professional development opportunities for all staff involved in student services and curriculum.
 - g) To work collaboratively with all persons involved in meeting particular special needs in such areas as transportation, building modifications, equipment, supplies, materials and other requirements as described in individual education plans.
2. In consultation with the Superintendent, to serve as a resource in providing support, ideas, information and professional development to regular classroom teachers in their efforts to accommodate and integrate children with exceptional learning needs.
 3. To provide liaison with the various branches and agencies which provide support services to special education and other student services with the Division.
 - a) To coordinate and assist with all referrals to appropriate specialist consultants, clinicians and other agencies and to assist with schedules across the Division.
 - b) To act as direct liaison with all levels of the department having responsibility for student services, numeracy and literacy, so as to coordinate Divisional objectives with department requirements.
 - c) To strengthen the collaborative/team approach in each school.
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- d) To serve as contact person and liaison agent between school personnel and the array of organizations and professions which provide support to the overall education of students with special needs, for example: Interagency Child and Family Services, Public Health, Mobile Therapy Team, Vocational Rehabilitation, S.M.D.,C.N.I.B. medical personnel and other agencies to attempt to improve and refine the coordination of personnel from these agencies in their contacts with schools.
 - e) To keep informed of the basic changes in philosophy and the delivery systems of the various government departments and agencies and to communicate this information to pertinent educational staff.
 - f) To submit required information and data to Manitoba Education & Training, as necessary and required.
4. To coordinate and assist in the planning and development of literacy and numeracy programs, to develop Divisional goals and objectives and to support school teams in developing school goals, objectives and programming in this area.
5. To coordinate early identification and individual education plan efforts including the administration of the grant.
6. To prepare the student services, early child grants and literacy/numeracy coordinator's annual budget in consultation with the Secretary-Treasurer. To assist in the preparation of all aspects of the annual special needs budget, literacy/numeracy budget to ensure that all forms and applications for grants are prepared and submitted and to oversee budget items in student services and numeracy/literacy where appropriate, at the discretion of the Superintendent.
7. To provide organization and support for Swan Valley programs which traditionally have been included under the Coordinator's jurisdiction or have been added following joint consultation between the Superintendent and Coordinator. At present, this includes:
- a) Coordinating the implementation of E.A.L. grants.
 - b) Hearing and Vision Screening coordination in the Division and making provision for follow-up on an ongoing basis.

- c) Prekindergarten and Kindergarten screening and testing in the Division.
 - d) Coordinating standardized testing across the Division.
 - e) Assisting administrators in applications for at-risk student programming grants and the implementation of approved programs.
 - f) Incorporating Divisional technology needs through the use of assistive technology and adaptive equipment, in conjunction with the Divisional Technology Coordinator.
 - g) Coordinating the Better Beginnings Program and supervise facilitators.
 - h) Submit reports and meet funding guidelines through Healthy Child Manitoba.
8. To pursue a professional development plan which will assist him/her in keeping current in related programming areas with the support of the Division, as resources permit.
- a) Keep informed of developments in the field of special needs through communication and participation in educational organizations: Manitoba Education and Student Services Administrators' Association of Manitoba (SSAAM), mRLC, Manitoba Education Curriculum Branch.
 - b) Maintain membership in appropriate professional associations and participate in the activities and work of such association so as to further personal professional development and thereby benefit the School Division.
 - c) Attend other conferences, seminars and workshops, as approved, for the purpose of professional development related to the benefit of the School Division.
9. To ensure that Divisional special needs policies are compatible with Manitoba Education Guidelines.
10. To participate in the goals and objectives of the School Division and the identification of curricular needs required to achieve the desired goals and objectives in the area of special needs.
11. To represent the Division and/or to assume responsibility along with the Secretary-Treasurer in the absence of the Superintendent from the Division.
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