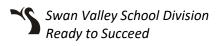


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STUDENT SERVICES COORDINATOR

JOB RELATED SKILLS:

1.	Provide coordination and consultation to all special needs programming in SVSD and to make recommendations for programs, staffing and resources where appropriate.	0	VG	S	NI	NA
2.	Provide support, ideas, information and professional development to regular classroom teachers in their efforts to accommodate and integrate children with exceptional learning needs.	0	VG	S	NI	NA
3.	Liaison with the various branches and agencies which provide support services to special education and other student services with the division.	0	VG	S	NI	NA
4.	Coordinate early identification and individual education plan efforts including the administration of the grants.	0	VG	S	NI	NA
5.	Prepare the Coordinator's annual budget, assist in the preparation of all aspects of the annual special needs budget, ensure that all forms and applications for grants are prepared and submitted	0	VG	S	NI	NA
6.	Provide organization and support for SVSD programs such as but not limited to; vision and hearing screening, Pre K and K screening, E.A.L. programs, divisional standardized tests, etc.	0	VG	S	NI	NA
7.	Ensure that Divisional special needs procedures and policies are compatible with Manitoba Education Guidelines.	0	VG	S	NI	NA
8.	Pursue a professional development plan which will keep him/her abreast of current trends in Special Education.	0	VG	S	NI	NA

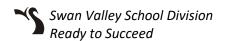


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9.	Serves as a resource to the Superintendent/CEO and Board of Trustees by preparing reports and statistical data required for short and long term planning.	0	VG	S	NI	NA
10.	Plans and carries out in-service training of staff under his or her supervision.	0	VG	S	NI	NA
11.	Provide policy/procedure guidance and direction to staff under his or her supervision to ensure that their actions are congruent with approved policy and regulations.	O	VG	S	NI	NA
12.	Works with the Transportation Coordinator to ensure that URIS training is in place for bus drivers.	O	VG	S	NI	NA
13.	Perform all other related duties as assigned.	0	VG	S	NI	NA
14.	Attendance.	0	VG	S	NI	NA
15.	Public Relations					
	a) works positively as part of the SVSD team	0	VG	S	NI	NA
	b) interacts positively with other staff	0	VG	S	NI	NA
	c) interacts positively with the public	0	VG	S	NI	NA
16.	Personal Qualities/Attributes					
	a) punctuality	0	VG	S	NI	NA
	b) dependability	0	VG	S	NI	NA
	c) cooperation	0	VG	S	NI	NA
	d) enthusiasm	0	VG	S	NI	NA
	e) judgment	0 0	VG VG	S S	NI NI	NA NA
	f) adaptability g) confidentiality	0	VG	S	NI	NA NA
	h) personal appearance	0	VG	S	NI	NA
	i) attitude to work	0	VG	S	NI	NA
	j) accepts responsibility	o	VG	S	NI	NA
	k) accepts direction	Ö	VG	S	NI	NA

Comments:



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Ratings:

Outstanding Outstanding is unusual. Genuine "outstanding" performance means performance that is all one can possibly

expect in all phases of the work. "Outstanding" work performance means a degree of performance that

can be achieved but rarely maintained.

Very Good Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating

period, and in addition consistently performs at a level above such requirements in many areas of his/her total

work performance.

Satisfactory Satisfactory means the performance of an employee who consistently meets the requirements of his/her position

in a satisfactory manner throughout the rating period. By this standard, he/she is a worker who has produced

what can reasonably be expected of a fully competent person in the position.

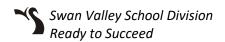
Needs Improvement Needs Improvement means the performance does not meet all requirements of the position, and hence falls

below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must

accompany this comment.

Not Applicable Mot Applicable means that the particular job characteristic is not an expectation for this employee as part of

his/her regular duties at this time.



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GROWTH PLAN (Summary)

1.	General Information – position description:		
2.	Growth Plan (Goals):		
3.	Areas of Strength:		
4.	Suggestions for Improvement:		
5.	Recommendations/Conclusions:		
I have	read and received a copy of the evaluation.		
Employ	/ee's Signature	Date	
	tor's Signature ents (additional sheets may be added as required):	Date	