

#88832

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION TITLE: DIRECTOR, INCLUSION SUPPORT SERVICES AND ACCESSIBILITY

REPORTS TO: Superintendent/Chief Executive Officer or Designate

SUPERVISES Inclusion Support Clinicians, Teachers, Coordinators and Educational Assistants, and Clinical Staff

JOB SUMMARY: To facilitate a model of strength-based collaboration, assessment and appropriate educational programming for all students; and to foster learning environments where all students can access the curriculum and have a sense of personal belonging and achievement.

KEY ACCOUNTABILITIES:

1. To develop a professional and supportive working relationship between school-based teams, clinical personnel, and support staff to foster a mutual exchange of knowledge and expertise for the purposes of facilitating professional growth and learning.
2. To develop recommendations for programming; including delivery, reporting procedures and other items that may improve the effectiveness of the services and communication.
3. To collaborate with the province, outside agencies and community partners to enhance service delivery towards inclusive practices.
4. To develop budget recommendations and to provide expenditure control on established budgets for Inclusion Support Services and Accessibility.
5. To assist the Superintendent's department in placement of students with exceptional needs.
6. To act as a direct liaison between the Superintendent's department and school-based administrators; to negotiate community responses and supports to assist with communication and collaboration between home and school.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	1 of 2
Motion 18-09-22		Motion 02-04-24	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-45**

7. To work in collaboration with coordinators and clinical staff to develop protocol and suggest policies to support needs of students.
8. To complete required documents to maintain student support grants and funds from the province.
9. To plan, implement and facilitate professional development for MTS, MANTE and CUPE staff as required.
10. To assist with any required analysis and serve as a representative on the Negotiations Committee for MANTE.
11. To work in collaboration with school-teams to ensure appropriate plans for academic, social/emotional needs and physical accessibility.
12. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Master's Degree in Education
- 10 Years School Administration experience at all levels
- Demonstrated experience in student services
- Ability to communicate in both official languages is considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
27/Sep/22		6/Feb/24	2 of 2
Motion 18-09-22		Motion 02-04-24	