

#922349

CCA

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: COORDINATOR OF STUDENT SERVICES

REPORTS TO: Director, Inclusion Support Services and Accessibility

JOB GOAL: To assist the Director with:

- facilitating a model of strength-based collaboration; assessment; and appropriate educational programming for all students.
- fostering learning environments where all students, including those with diverse needs and abilities, have a sense of personal belonging and achievement.

QUALIFICATIONS:

- Valid Teaching Certificate, Special Education Certificate
- Minimum Bachelor of Education degree
- Experience in resource/special education programs.
- Additional training and experience working with individuals with autism and other developmental disabilities.

DUTIES AND RESPONSIBILITIES:

1. To coordinate the funding grants and maintain an up-to-date database of all funded special needs students.
2. To coordinate the Student Support Grants Program.
3. To assist with the development, implementation and review of all student services programs.
4. To assist school administrators and student services personnel in the placement, and evaluation of students with diverse needs and abilities.
6. To assist school administrators in accommodating students to ensure their diverse needs and abilities are being met.

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7. To assist the Manager of Human Resources with the training of support staff who work with students with special needs.
8. To develop procedures for referral of students to other agencies and professionals.
9. To supervise and coordinate home instruction for homebound or hospitalized students.
10. To ensure that complete cumulative individual records are maintained in accordance with government guidelines for all children with diverse needs and abilities.
11. To prepare reports and data necessary for the reimbursement of funds, collection of tuition for out-of-school-division special needs students, and similar fiscal matters.
12. To assist with special transportation arrangements for students with diverse needs and abilities as required.
13. To collaborate with parents regarding students with diverse needs and abilities as required.
14. To assist in a liaison capacity with Manitoba Education and Training and other educational organizations when required.
15. To assume other responsibilities as may be required.

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