



AP 5-203 – STUDENT SERVICES ADMINISTRATOR

Position: Student Services Administrator

Reports to: Assistant Superintendent

The Division believes that effective school division level administration is crucial to the delivery of the educational program.

The Student Services Administrator works directly with the senior administrative team at the school division office, reporting to the Assistant Superintendent of Schools.

The Student Services Administrator works closely with principals, clinicians, and resource teachers to support and promote the policies, initiatives, and direction of Western School Division.

The Student Services Administrator shall focus in the area of educational support services and will be responsible for the long term planning, coordination, development, and evaluation of programs in the areas of student services not necessarily limited to but including: exceptional student education, clinical services, resource teacher services, counselling services, education assistant support, Aboriginal student support, programming for students at risk, medical interventions, and English as an Additional Language.

The Student Services Administrator provides leadership in the area of support services.

The Student Services Administrator shall be compassionate, an advocate for students, and shall demonstrate a commitment to continuous improvement and high student achievement for all. S/he shall facilitate a diversity of programming and student services and support collaborative decision-making and school-based planning.

The Student Services Administrator shall exemplify strong moral values, high standards of ethical conduct, a commitment to the Division's philosophy of education, and excellent interpersonal, communication, and administrative skills.

When a vacancy occurs, this position is advertised internally and externally.

RESPONSIBILITIES AND DUTIES

Student Services:

- Assists the Assistant Superintendent with overseeing the continuum of appropriate educational programming for all students.
- Assists the Assistant Superintendent with consultation and support to the school division's student services team and to classroom teachers to maximize opportunities for the inclusion of students with exceptional needs within regular classroom and school settings.
- Assists the Assistant Superintendent with consultation and support for student services personnel: resource teachers, counsellors, social workers, speech and language pathologists, and psychologists.
- Assists the schools to plan, deliver, and evaluate appropriate programs for special needs and at risk students.
- Provides support to families to facilitate student success.
- Arranges transportation for students with special requirements.



- Provides leadership and support to schools during the transition planning processes for students with special educational students.
- Ensures the provision and coordination of clinical and consultative services to schools in psychology and speech therapy.
- Coordinates and supervises special programs and projects in special education and curriculum areas.
- Coordinates the vision and hearing screening programs across the school division.
- Monitors and supports the implementation of Individual Educational Plans with school teams.

Human Resources:

- Assists the Human Resources Manager in the recruitment process of casual/substitute educational assistants.
- Assists the Assistant Superintendent with allocating educational assistant time to schools in accordance to school allocations.

Management Accountability:

- Assists the Assistant Superintendent in leading divisional student services team meetings – agenda preparation and meeting distribution.
- Provides leadership and coordinates professional development opportunities for student services staff: resource teachers, counsellors, social workers, speech and language pathologists, and psychologists.
- Directs the development and implementation of divisional processes for the implementation of student health care plans (URIS – United Referral Intake Service).
- Coordinates the Violent Risk Threat Assessment Committee and all related professional development and training requirements.
- Assists the Assistant Superintendent in managing the completion and submission of school crisis planning, training, and reporting documentation – School Crisis Response Plan, VRTA and URIS training reports, etc.
- Acts as the divisional coordinator for “Our School” student survey, shares divisional results with student services team, and provides leadership to divisional initiatives using survey results.
- Coordinates WEVAS, First Aid/CPRS, and SAFE TALK training for school division personnel.
- Coordinates – in collaboration with school principals – the administration of the Provincial Youth Health Survey.
- Assists the Assistant Superintendent in leading the Personal Support Team of the Division Crisis Response Team.
- Creates and presents professional learning presentations to the Board of Trustees on matters that relate to appropriate educational programming, inclusion, and student services programs.
- Demonstrates a commitment to personal professional growth and development through attendance at educational conferences and workshops related to student services programming.
- Serves on divisional committee as requested.
- Liaises with community agencies as directed by the Superintendent.
- Liaises with Student Services Administrators/Directors in the region.
- Attends all Board and assigned committee meetings as requested by the Assistant Superintendent.
- Assists the Assistant Superintendent with CTI referrals, OT/PT Liaison, Rehab Services, EDI, and EYE.
- Performs other duties as assigned by the Assistant Superintendent



Financial Accountability:

- Manages, documents, and completes required reporting documentation of assigned categorical grants.
- Oversees Special Needs Categorical Grant Level II and III Funding including the editing of applications, submissions, attendance tracking, and evaluation processes.
- Oversees Student Services Planning Report and Special Needs Funding Reviews and completes all required provincial and divisional documentation.

EDUCATION AND EXPERIENCE

- A Manitoba Special Education Coordinator's Certificate.
- A Manitoba Teacher's Certificate.
- Minimum of 5 years teaching in the field of Special Education along with previous progressive experience in educational program planning and administrative planning at a school or divisional level.

Adopted: November 2019

Revised: September 2023