

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT SUPERINTENDENT/STUDENT SERVICES

POSITION DESCRIPTION:

Reporting to the Superintendent, Turtle Mountain School Division, the Assistant Superintendent/Student Services will provide leadership and support required to develop and maintain all aspects of exceptional education programs and services to the Division using the collaborative/consultative resource model of service delivery.

POSITION RESPONSIBILITIES:

1. The Assistant Superintendent/Student Services, while performing responsibilities required by the position, shall:
 - a) determine, in collaboration with school administrators, student services staff and parents appropriate placements and programming for students with exceptional needs;
 - b) coordinate and monitor health planning within the Division including the contracting of health services; and liaisons with the Unified Referral Intake System, Manitoba Education Citizenship and Youth; and Assiniboine Regional Health Authority;
 - c) coordinate, as necessary, with the Superintendent, Secretary-Treasurer and school administrators, the planning and expenditure of special categorical grants and programs including but not limited to the following: Aboriginal Academic Achievement; English as an additional language; Healthy Child Manitoba; Early Child Intervention; Heritage Language; Early Behaviour Intervention; Vision/Hearing and Pre-Kindergarten Orientation and Services for the Deaf and Hard of Hearing;
 - d) Implement Divisional Curriculum initiatives;
 - e) support, in collaboration with school administrators, planning for the delivery of Divisional counseling services;
 - f) act as the Access and Privacy Coordinator to ensure the privacy and security of personal and health information under the care and control of Turtle Mountain School Division;
 - g) prepare and review, in collaboration with the Superintendent, Secretary-Treasurer and school administrators, student services program budgets and administer annual operating budgets assigned to the position by the Secretary-Treasurer.
 - h) develop, in collaboration with the Superintendent, long-term plans to provide the best possible educational opportunities for all students in need of student services;

- i) assist the Superintendent regarding the employment and utilization of staff within the jurisdiction of this position;
- j) collaborate with school administrators, in the assignment, supervision and evaluation of student services staff within the jurisdiction of this position;
- k) coordinate and supervise the PROMISE YEARS programs within the Division and represent the Division as a member of the PROMISE YEARS Board of Directors;
- l) coordinate the services of outside agencies for school aged children such as, but not limited to, Child and Family Services, Health, Family Services, Addictions Foundations of Manitoba, Society for Manitobans with Disabilities, Manitoba Community and Youth Correction/Probation and the Royal Canadian Mounted Police and represent the Division on the Turtle Mountain Multi-Agency Committee to develop plans and strategies within a multi-disciplinary model for at-risk youth.
- m) liaise with other such agencies such as Manitoba Education Citizenship and Youth, other Divisions, Universities and all agencies concerned with developments in the student services field;
- n) coordinate the services provided by Manitoba Education Citizenship and Youth, Provincial Specialist Unit, Program Implementation Branch;
- o) supervise and evaluate all clinicians;
- p) prepare plans, grant applications, and reports required by Manitoba Education Citizenship and Youth to obtain funding support for exceptional education services.
- q) determine, in consultation with school administrators, Secretary-Treasurer and Transportation Supervisor, transportation needs of the exceptional needs students.
- r) provide consultative services to Division staff at meetings and on committees with respect to exceptional education and assist and provide leadership with the planning of professional development functions for staff involved in the area of student services;
- s) perform other related duties assigned by the Superintendent;
- t) in emergency situations, and in the absence of the Superintendent and Secretary-Treasurer make necessary decisions.
- u) participate as a member of the Manitoba Association of School Superintendents.