



## **School District 5 (Southeast Kootenay)**

### **POSITION: STUDENT SERVICES COORDINATOR**

#### **SCOPE AND PURPOSE:**

The purpose of this position is to provide leadership and services to school-based teams, classroom teachers, education assistants and other support staff, and parents. This is a district staff position reporting directly to the District Principal of Student Services.

#### **DUTIES AND RESPONSIBILITIES:**

1. Supporting an inclusive model of service delivery, stressing the importance of the role of the regular classroom teacher in the support of student learning.
2. Assisting School Based Teams with planning and programming for all students.
3. Assisting with the development and implementation of Individual Education Plans as ongoing effective communication tools.
4. Supporting schools with establishing School Based Teams responsible for coordinating and planning integrated service delivery for individual students.
5. Selecting and securing appropriate materials and equipment for students with special needs.
6. Assisting classroom teachers with adaptations and modifications to meet the diverse needs of all students in an inclusive environment.
7. Providing student-specific in-service and professional development at the school level.
8. Providing professional development for all staff and administration on issues relating to special education and programming to meet the individual needs of students within the regular classroom.
9. Modeling appropriate strategies and techniques for staff to use to assist students with special needs in the regular classroom.
10. Acting as a liaison between District Special Education Staff, School-Based Teams, and outside agencies involved in providing services to students.
11. Acting as a liaison with District Partners (Special Education Technology - BC, Provincial Outreach Program for Autism, Provincial Outreach Program for Fetal Alcohol Syndrome Disorders, Provincial Integration Support Program, and others as required).

12. Supporting roles and responsibilities of teachers, education assistants, student services staff, parents, and principals as specified in the Ministry of Education, Special Education Policies, Procedures and Guidelines Manual.
13. Furthering communication among classroom teachers, special education teachers, principals, and other support personnel.
14. Reviewing the integration process including teacher's and education assistants' roles and working environment.
15. Providing support with student transition (into kindergarten, between classes and schools, and into the community or post-secondary institutions).
16. Working with the District School Psychologist and District Principal of Student Services to establish effective assessment practices and determine priorities.
17. Assisting schools and the District with Ministry data collection (1701 special education data).
18. Providing support and assistance to District Itinerant Staff, including Elementary Counselors, Speech and Language Pathologists, and specialized teachers.
19. Working to enhance and support planned parental involvement.
20. Coordinate the District Recreational Programs for children with special needs.
21. Being responsible for other job related duties as might be assigned by the District Principal of Student Services.

#### **QUALIFICATIONS:**

1. Masters Degree, and significant course work and experience in Special Education.
2. Successful teaching experience with children with special needs.
3. Eligible for membership in the C.F.T.A. and the B. C. College of Teachers.
4. Familiar with assessment program materials and writing Individualized Education Programs.
5. Strong leadership and interpersonal skills.
6. Able to provide program support for teachers and direction for education assistants.