



## **Student Services Coordinator**

### **Administrative Procedure 2.B.295**

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**Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16**

**Legal Reference:** Public Schools Act, Education Administration Act

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**Date Adopted: January, 2004**

**Date Amended: October, 2006; April, 2010; September, 2016**

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#### **General Responsibilities:**

The Student Services Coordinator provides leadership and coordination to all aspects of Student Services within the division in close cooperation with Senior Administration, principals and student services personnel. The primary responsibility of the Student Services Coordinator is to work collaboratively with staff and schools to coordinate a full range of Student Services for all students.

The Student Services Coordinator functions as a divisional team member, providing efficient and effective educational services within the school division and reports to the Superintendent.

#### **Specific Responsibilities and Duties:**

1. Coordinates all aspects of Student Services programming in the division.
2. Provides leadership in Student Services program evaluation, recommendations for program improvement, establishment of new programs, promotion of evidence-based practices, development and implementation of policies, administrative procedures and programs essential to Student Services.
3. Keeps informed of the legal requirements respecting Student Services and other areas of responsibility.
4. Develops and implements administrative procedures and programs consistent with inclusion.
5. Assists in the recruitment and hiring of Student Services personnel (i.e. educational assistants, resource teachers and school counselors).
6. Coordinates the recruitment, selection and supervision of clinicians.
7. Coordinates the programming for students with special learning needs who receive Student Services, Level II or Level III funding support.
8. Develops and implements divisional transition programs.
9. Serves as the division liaison with local, provincial and federal agencies involved with students with special needs.
10. Promotes and develops a culture of inclusion within the division.

11. Collects and compiles the necessary data and information required by the division and the province regarding Student Services.
12. Administers the annual budget allocations for Student Services.
13. Ensures adherence to relevant divisional administrative procedures and practices for Student Services.
14. Attends and reports to Evergreen School Board meetings as required.
15. Coordinates the development of Administrative Procedures in support of Student Services within the division.
16. Attends and reports to Leadership Team meetings and other Evergreen Committee meetings as required and assigned.
17. Attends regional and provincial meetings as required.
18. Advises on the transportation needs of students with special needs.
19. Advises on the facility needs of students with special needs.
20. Advises Principals in the development of school budget requirements for necessary special needs resources and equipment.
21. Coordinates and participates in Educational Assistant Staff Development.
22. Coordinates student Health Care/Unified Referral and Intake System.
23. Serves as the Divisional Risk and Threat Assessment Support Person.
24. Coordinates and reports on relevant Department of Education categorical grants/programs.
25. Serves as the divisional contact for Child Abuse prevention and reporting.
26. Keeps informed of current educational research and practice through advance study, school system visitation, participation in educational conferences and other appropriate means.
27. Demonstrates personal professional growth and development in all areas within the scope of this position.
28. Assists Principals and school division staff in interpreting Board policy and division administrative procedures related to Student Services.
29. Assists with the educational planning and program evaluation guided by the division's vision and mission statements.
30. Perform any other related duties as may be assigned by the Superintendent's Department.