

ROLLING RIVER SCHOOL DIVISION REGULATION

Student and Clinical Services Coordinator

GDAD/R

Position Title: Student and Clinical Services Coordinator

Reports to: Superintendent

Qualifications:

- Valid Manitoba Teaching Certificate
- Special Education Certificate.
- Special Education Coordinator Certificate.
- Level 1 and 2 School Administrator's Certificate (or working towards).
- Graduate degree and varied related experiences (Preferred)
- Minimum of 5 years teaching and administrative experience at the school and/or division level.
- Proficient and relevant experience in planning and implementing student service programs.
- Experience in staff development, supervision and performance evaluation.
- Strong communication skills.
- Strong collaborative, interpersonal and leadership abilities.
- Able to work independently and as a team member.
- Initiative to set priorities and identify plans of action.
- Able to work effectively with trustees, the Senior Administration, Rolling River Educational and Administration Leadership (RREAL) team, divisional and school personnel, parents, students, and community members.
- Aware of and able to appropriately interpret Manitoba Laws and regulations for education, Divisional policies and practices.

Purpose:

The Student and Clinical Services Coordinator will provide leadership and support under the direction of the Superintendent in the coordination of student services and clinical services in Rolling River School Division.

Key Responsibilities:

Student and Clinical Services Coordinator

- Assist the Superintendent to plan, develop, coordinate, implement, review and evaluate student services, clinical and early childhood education initiatives and programs.
- Assist the Superintendent to plan, develop, coordinate, implement and review student service, clinical service and early childhood education policies, regulations, procedures, and forms.
- Assist the Superintendent to conduct research, gather and analyze and report on data related to student services, clinical services and early childhood programs.

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- Coach and mentor school administrators, teachers and school based instructional support staff on student service, clinical and early childhood education programs, including selection of materials and equipment.
- Coach and mentor school administrators and teachers in the Student Specific Planning process and the development, implementation and evaluation of Individual Education Plans.
- Identify transportation needs and assist the Secretary-Treasurer and Transportation Supervisor to plan transportation for early childhood education students and students with special requirements.
- Lead, coach and mentor school administrators and teachers in the transition planning process for students with exceptional needs.
- Plan, coordinate, implement, review and evaluate the Unified Referral Intake System (URIS) and student health care plan process.
- Plan, develop, coordinate, implement, review and evaluate the Violent Risk Threat Assessment (VRTA) team program.
- Coordinate, manage, review and evaluate the school crisis planning, training, and reporting process and documentation (*e.g. School Crisis Response Plan, VRTA, URIS training schedule/reports*).
- Lead and manage administration and staff training for student service databases (*e.g. Clev-R*).
- Plan, develop, coordinate, implement, review and evaluate the divisional vision and hearing screening programs.
- Liaise with external agencies for services for students and coordinate, implement, monitor, review and evaluate the delivery of special services provided by outside agencies (*e.g. CFS, Mental Health, Manitoba Justice, Manitoba Education*).
- Plan and chair divisional student services, Guidance Counsellor, Resource teacher, clinical service and early childhood education team meetings.

Leadership

- Coach and mentor school administrators on implementation and monitor of student services, clinical services and early childhood education programs in schools.
- Assist in coordinating of Rolling River Education and Administration Leadership Team meetings.

Professional Development Leadership

- Be current in developments in pedagogy and regularly attend educational conferences and workshops related to student services, clinical services, early childhood education, special education, counselling and guidance and resource.
- Liaise with student service, clinical service and early childhood education coordinators/directors in Manitoba.

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- Ensure Superintendent, school administrators and teachers are aware of developments in pedagogy and trends in student services, clinical services, early childhood education, special education, guidance and counselling and resource.
- Assist the Superintendent to plan and coordinate divisional and school based professional development opportunities and workshops.
- Create and present professional learning opportunities to the Board of Trustees on topics related to student services, clinical services, early childhood education, special education, guidance and counselling and resource.
- Coordinate and lead professional development opportunities related to student services, clinical services, early childhood education, special education, counselling and guidance and resource for teachers and school based instructional support staff (e.g. Grade group meetings).
- Coordinate and lead the Violent Risk Threat Assessment (VRTA) team and Working Effectively with Violent and Aggressive States (WEVAS) and Non-Violent Crisis Intervention (NVCI) training.

Human Resource Management

- Assist in the recruitment and selection process for instructional support staff (e.g. Educational Assistants, Student Support Facilitators, Early Childhood Educators), Resource Teachers, Guidance Counsellors, and Clinicians as delegated by the Superintendent, including conduct interviews and reference checks and make offers of employment to candidates.
- Assist in the development, review and revision of instructional support staff and Clinician job descriptions.
- Assist the Secretary-Treasurer and Superintendent to prepare, review and implement professional / teacher staffing and Educational Assistant staffing formulas and other instructional support staff assignment allocations per school.
- Assist the Superintendent and school administrators to review, plan, coordinate and implement Guidance Counsellor, Resource teacher, Clinician and Educational Assistant and other instructional support staff assignments.

Financial Accountability

- Provide information and recommendation to the Superintendent and Secretary-Treasurer to develop the student services, clinical services and early childhood education programs budgets including the school based instructional support staff salary budgets.
- Manage and administer the divisional approved student services, clinical services and early childhood education programs budgets.
- Manage the divisional student services, clinical services and early childhood education programs purchase process.

Other

- Liaise with external and community agencies and Manitoba Education as directed by the Superintendent.

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- Attend School Board meetings as requested by the Superintendent.
- Perform as Acting Superintendent as delegated by and in the absence of the Superintendent
- Perform other duties as assigned by the Superintendent.

Terms of Employment

- In Scope - Teacher General contract

Note:

Student Services programs include Guidance and Counselling, Resource, Student Support Facilitation program, Educational Assistant program.

Clinical Services programs include Speech Language Pathology, Psychology, Social Work and external contracted services like occupational therapy and physical therapy.

Index Policy

Date Adopted: September 8, 2005

Date Revised: June 8, 2016

Date Revised: December 1, 2020