

## Leading and Managing Division Initiatives and Operations

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- Collaborate with school teams on student placement
- Plan and implement IEP's
- Support curriculum and assessment
- Coordinate specialized assessments
- Coordinate professional learning to support professional staff, clinicians and support staff
- Coordinate clinical services
- Develop and implement divisional plans and student services plans
- Manage student and divisional records

## Coordinating Program Planning and Service Delivery

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- Develop transportation plans
- Interpret data
- Oversee needs assessments at the individual, school and division levels
- Improve and monitor service delivery
- Oversee Continuum of appropriate educational programming for all students

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## STUDENT SERVICES ADMINISTRATORS' ROLES AND RESPONSIBILITIES

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### Building Capacity through Inclusive Leadership

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- Provide visionary leadership in developing an inclusive culture and climate
- Provide leadership for inclusive education
- Provide leadership with all educational partners
- Advance vision, mission and strategic development
- Build school team capacity

### Advocating to Inform and Influence

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- Advocate for children and their families
- Promote public education
- Provide support to families to facilitate student success

### Liaising with Internal and External Partners

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- Liaise with outside agencies
- Liaise with clinical services
- Liaise with student services coordinators/directors
- Promote community partnerships

### Managing Budgets and Resources

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- Write and report on categorical grants
- Oversee special needs Level II and Level III funding process
- Oversee divisional budgets and reporting

### Supervising and Evaluating Professional and Support Staff

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- Supervise and/or evaluate student services staff
- Hire, train and allocate educational assistants
- Assist superintendent and administrators with staffing

### Conciliating Urgent and Emergent Challenges

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- Manage crises and threat assessments
- Share information and facilitated communication
- Facilitate problem-solving
- Resolve disputes, informal and formal

### Linking Knowledge to Action

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- Implement evidence-based practices
- Participate in regional and provincial SSAAM
- Follow provincial standards and guidelines
- Develop and implement divisional policy

