

(1) General Responsibilities

- (a) Initiates, directs and co-ordinates the provision of student services for the school division.
- (b) Initiates, directs and co-ordinates the development and implementation of policies and procedures and practices for all staff under his/her general jurisdiction.
- (c) In co-operation with the superintendent's department, initiates and co-ordinates appropriate professional development and training of staff at all levels of the school system.

(2) Duties, Authority, and Responsibilities

Under the direction of the superintendent and subject to the established policies of the board of trustees:

(a) Operations

- (i) Initiates and supervises the development, provision and assessment of counselling services, resource services and specialized student services programs.
- (ii) Liaises, supervises and assesses clinical and divisional student services provided by the school division.
- (iii) Keeps abreast of general developments in the fields of counselling, resource, special needs and student services and ensures the dissemination of pertinent information to appropriate school division personnel.
- (iv) Assists in the provision of professional development for counsellors, resource teachers, LAR teachers, educational assistants and divisional student services staff.
- (v) Provides assistance, guidance and leadership to counsellors, resource teachers and divisional student services staff.
- (vi) Supervises the process of identification and appropriate placement of students with special needs.

- (vii) Initiates, supervises and develops programs and services for students at risk.
- (viii) Supervises the co-ordination of services related to students with special needs, such as the transfer of students and the placement of new students in the school division.
- (ix) Initiates, directs and co-ordinates assistive technology and the application of assistive technology in the areas of his/her responsibility.
- (x) Initiates and maintains procedures which will provide for the articulation and co-ordination of student support services throughout the school division.
- (xi) Responsible for the allocation of educational assistants to schools.
- (xii) Reports regularly to the superintendent on the activities of the organizational unit for which the assistant superintendent is responsible.
- (xiii) Provides guidance and leadership on matters related to the development and maintenance of a safe and caring school climate.
- (xiv) Attends meetings of the board of trustees or committees of the board as directed by the superintendent.
- (xv) Compiles reports and records prescribed by the provincial department of education, the board of trustees and the superintendent.
- (xvi) Responsible for special student placements in the school division and initiates and co-ordinates student management policies, procedures and practices.
- (xvii) Assists and supports school-based administrators with all aspects of student services.
- (xviii) Performs all duties in accordance with provincial statutes and regulations and the by-laws and policies of the board of trustees.

- (xix) Initiates, supervises and monitors medical procedures and practices and is responsible for their implementation in harmony with divisional guidelines and policies.
- (xx) Supervises the implementation of work experience programs for students with special needs.
- (xxi) Provides leadership in the development of divisional policies.
- (xxii) Performs such other duties as assigned by the superintendent.

(b) Finance

- (i) Advises and assists the superintendent in the development of the annual operating and capital budget for the activities for which the assistant superintendent has responsibility.
- (ii) Administers funds allotted under the approved budget for the activities for which the assistant superintendent has responsibility.
- (iii) Under the direction of the superintendent, takes responsibility for the Student Services Grant, submits proposals, evaluates projects and ensures the grant is applied as authorized by the provincial department of education.

(c) Organization

- (i) Recommends to the superintendent changes in the structure and functions of the organizational unit under the direction of the Assistant Superintendent.
- (ii) Prepares and amends as necessary, for approval of the superintendent, the position descriptions of personnel who report directly to the assistant superintendent.

(d) Personnel

- (i) Recommends to the superintendent the selection, promotion, tenure and termination of all personnel who report directly to the assistant superintendent.
- (ii) Supervises, coaches and evaluates all personnel reporting directly to the assistant superintendent.
- (iii) Conducts regular performance assessments of all personnel reporting directly to the assistant superintendent.
- (iv) Assists on the selection committee for school-based administrators as required by the superintendent.

(3) Relationships

- (a) Is responsible directly to the superintendent.
- (b) Maintains relationships and consults with such personnel within the school division as are necessary and facilitative to the accomplishment of the functions of this position.
- (c) Conducts such relationships with representatives of other school divisions, the provincial department of education, provincial and civic agencies, universities, Manitoba Teachers' Society, Manitoba School Board Association, Manitoba Association of School Superintendents and other organizations as are necessary and facilitative to the accomplishment of the functions of this position.



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- (d) Represents the school division on inter-divisional committees as directed by the superintendent.
- (e) Maintains membership in appropriate professional associations and participates in the activities and work of such associations so as to further personal professional development and thereby benefit the school division.
- (f) Works in collaboration with the senior administration team to provide a continuum of service and planning across all grades.

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