

## Assistant Superintendent – Student Services

The Assistant Superintendent will have the opportunity to work with a school division strongly committed to educational excellence, inclusion, and collaborative decision-making. Pembina Trails School Division has 34 schools, serving approximately 14,500 students, in rapidly growing southwest Winnipeg, with 1000 teachers, 800 support staff, and a budget of approximately \$170 million.

Effective August 1, 2019, the successful candidate will become part of the division's Senior Administrative Team reporting to the Superintendent and working closely with our Board of Trustees. The position is focused in the area of Student Services and is responsible for K to 12 programs and staff related to this area including a Director and Consultants, Clinical and Extended Services, Behaviour and Learning Support, Career and Community Experience, school-based Resource and Counselling, English as an Additional Language, as well as Early Childhood programming. Candidates must have experience as a school principal. Being fluently bilingual in both English and French would be considered an asset.

Applicants must have:

- a demonstrated commitment to excellence in teaching and learning
- a demonstrated commitment to professional development and personal growth planning
- a demonstrated commitment to the development and support of a learning community that includes complex shared decision-making, inclusion, and school-based planning
- excellent interpersonal communication, problem-solving, facilitation, and technology skills
- demonstrated success working as a member of a collaborative team
- previous experience as a resource teacher or counsellor
- advanced knowledge of current and emerging issues in student services
- an understanding of educational finance and the budget process

Qualifications:

- extensive and varied teaching and education administrative experience
- Master's Degree in Education or related field
- Special Education Certificate/Special Education Coordinator's Certificate
- Manitoba Teacher's Certificate or equivalent

Applicants are requested to submit a comprehensive resume including a statement of educational philosophy and the names of four references, all of whom must have knowledge of the applicant's performance in their current or recent assignment.

Please forward applications by February 11, 2019 at noon to:

Ted Fransen  
Superintendent of Education  
Pembina Trails School Division  
Winnipeg, MB  
Email: [adminpositions@pembinatrails.ca](mailto:adminpositions@pembinatrails.ca)

We appreciate all interest; we will only contact individuals we intend to interview.

**DUTIES OF THE ASSISTANT SUPERINTENDENT –  
STUDENT SERVICES**

1. **POSITION TITLE:** Assistant Superintendent - Student Services
2. **REPORTS TO:** Superintendent of Education
3. **WORKING RELATIONSHIP:**
  - a. Works under the direction and is responsible to the Superintendent of Education.
  - b. Works in cooperation with the Board of Trustees, other Assistant Superintendents, Secretary-Treasurer, Associate Secretary-Treasurer, Directors, Consultants and School Administrators.
4. **SUPERVISES:**
  - a. As a member of the Senior Administration Team (SAT) and in collaboration with the Superintendent of Education, supervises and supports the personal professional growth plans of designated principals and director(s), and
  - b. Is available to members of the designated schools' community for consultation and follow-up on issues that may arise.
  - c. Director of Clinical & Extended Services
  - d. Student Services Consultants
  - e. Behaviour and Learning Support Teachers
  - f. Student Services Support Staff
5. **EDUCATIONAL QUALIFICATIONS, SKILLS AND ABILITIES**
  - a. Valid Manitoba teaching certificate;
  - b. Masters degree and varied related experiences;
  - c. Level II Administrator's Certificate/experience as school principal;
  - d. Strong interpersonal, organizational and team work skills;
  - e. Strong oral and written skills;
  - f. Work independently and as a team member;
  - g. Initiative to set priorities and identify plans of action;
  - h. Work effectively with trustees, Divisional and school personnel, parents, students, corporate and government partners, and community members;
  - i. Aware of Divisional collective agreements, policies and practices; and
  - j. Knowledge of Manitoba Education policies and guidelines related to Student Services;
  - k. Special Education Certificate/Special Education Coordinator's Certificate.
6. **GENERAL RESPONSIBILITIES**

As a member of SAT, the Assistant Superintendent – Student Services is responsible for the overall leadership and management of the Student Services Department.

## The Assistant Superintendent - Student Services:

- a. Attends all Regular meetings and Committee meetings as required or designated;
- b. Adheres to and models the Mission, Vision and Values of the Division;
- c. Participates and presents Educational programs and initiatives in the development of agendas for the Education Committee of the Board of Trustees;
- d. Develops and coordinates evening sessions for parents of students with special needs;
- e. Provides leadership and liaison with one of the Admin Councils; ex-officio member of all PTLC Committees;
- f. Offers Leadership Development activities;
- g. Supervises and supports Professional Growth Plans with Principals and Student Services staff;
- h. Supervises and supports school planning process with schools;
- i. Liaises with the Program Department generally and coordinates programming, as appropriate;
- j. Implements systems for the development and tracking of individual learning and health care plans;
- k. Implements policies and procedures related to Student Services;
- l. Initiates professional development in areas related to Student Services for professional staff and educational assistants in response to identified school need;
- m. Manages and supervises all areas related to Student Services;
- n. Prepares the annual Divisional budget in collaboration with SAT and the Board of Trustees.
- o. Provides leadership and support and coordinates agendas and minutes for:
  - i. Education Committee
  - ii. Board Ad Hoc Committees

## 7. SPECIFIC DUTIES AND RESPONSIBILITIES

The following specific duties and responsibilities provide a basic outline.

- a. Student Services – Programming
  - o Manages, coordinates, and collaborates with Divisional Staff (Director, Consultants, Clinicians, Behaviour & Learning Support Teachers, Career and Community Experiences Teachers, Early Childhood Supervisor, Family Support Workers), and Support Staff;
  - o Manages and coordinates all areas related to school-based Student Services (Resource Teachers, Counsellors, and English as an Additional Language Teachers);
  - o Manages and implements Student Services programming (i.e. Extended and External programs);
  - o Manages grants related to Student Services; evaluate projects, and ensure program plans/outcomes are outlined as required by Man. Ed.;
  - o Supervises the process of identification and transitioning of students, as well as coordination of services for students with special needs;
  - o Initiates and develops programs and services for students at risk in cooperation with the Assistant Superintendent – Program;

- Allocates Educational Assistants to schools and participates in the placement of EAs, including Special Requirement Requests;
- Liaises with the EAPT President on Professional Development for EAs and Special Requirement Requests;
- Develops and maintains procedures which will provide for the identification of student need and allocation of student support throughout the Division;
- Allocates support and planning tools for the Classroom Profile/Mid-year review process for the classroom teacher and school team to plan for the needs of students;
- Initiatives and manages the School Profile Process that focuses on the planning and programming for student success in collaboration with SAT, Director of Clinical Services, Consultants, and the School Team;
- Allocates support for large classes which include identified needs;
- Manages and implements student health care requirements and practices consistent with URIS procedures;
- Manages transition to work and career exploration activities, services and programs in cooperation with the Assistant Superintendent – Program;
- Manages the development of Individual Education Plans, Individual Transition Plans as prescribed by Man. Ed.;
- Supervises procedures required for the process of submitting funding applications for students with special needs;
- Ensures requirements for renovations and modifications for students with special needs are implemented; and
- Establishes and provides leadership for divisional families that have children with special needs.

b. Leadership and Planning

This includes:

- Represents the Division in meetings with Manitoba Education in the area of Student Services;
- Develops strategic plans for Student Services Department;
- Participates in inter-agency and community projects, as required (i.e. Healthy Child, Healthy Schools, WRHA);
- Provides input to the annual School Planning Cycle of the Division;
- Participates in Divisional Leadership Development Program for prospective school administrators;
- Participates in the New School Administrators' Mentorship Program;
- Leads and collaborates in the Leadership Development Program; and
- Assists the Superintendent in the work of Divisional selection committees, consistent with the procedures of the Board of Trustees, when new school administrators are selected;
- Assists the Superintendent in the work of Divisional selection committees, consistent with the procedures of the Board of Trustees, when new school administrators are selected.

c. Programs and Professional Development

- Maintains membership in appropriate professional associations, participates in the activities and work of such associations so as to further personal professional development to the benefit of self and the Division;
- Keeps informed of current educational research and practices through advanced study, visiting school systems elsewhere, and attending educational conferences;
- Maintains current knowledge of research and developments in the provision of services and “best practices” for students with special needs; and
- Visits Divisional schools on a regular basis to review school plans, meet and consult with staff and students and visit classrooms.

d. Public Relations and Communications

- Consults and collaborates on issues in a respectful and inviting manner with Divisional stakeholders;
- Communicates and applies Board policies and directions to Divisional staff and community;
- Maintains effective communication with parents/guardians in an atmosphere of mutual trust and respect;
- Maintains effective communication with employee groups; and
- Consults and cooperates with officials of Manitoba Education, the Manitoba School Boards Association, and the Manitoba Teachers’ Society including the Pembina Trails Teachers’ Association and the Pembina Trails Council of Educational Leaders and other groups concerned with the advancement of education.

e. Finance

- In cooperation with other members of the Senior Administration Team, establishes an annual budgetary cycle for the Student Services area;
- In cooperation with the Secretary-Treasurer, coordinates the development of and implementation of Divisional Budget Activity Detail consistent with Board Policy and as directed by the Superintendent.

f. Residual

- Performs other duties as assigned or requested by the Superintendent of Education.

8. PERFORMANCE APPRAISAL

The Assistant Superintendent - Student Services’ fulfillment of position responsibilities shall be formally evaluated by the Superintendent annually. The purpose of the evaluation process is to promote professional growth, effectiveness and accountability. The evaluation process should ensure that the responsibilities as defined under “Specific Duties and Responsibilities” are being met in an effective manner.

The summative evaluation should be concluded in May/June.