



Director of Student Services

Competition: #075-22-23

1.0 FTE Contract

The Prairie Rose School Division acknowledges that it is in Treaty 1 territory and that the land on which we gather is the traditional territory of the Anishinaabe, and the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Prairie Rose School Division is accepting applications for the senior administrative position of Director of Student Services.

The Division: Prairie Rose School Division oversees the education of over 2300 students and employs 420 staff members. The division's schools include 14 Hutterian and 10 community schools. Prairie Rose School Division offers a variety of programs to meet the needs of its students.

The Prairie Rose School Division administration office is located in Carman, Manitoba; 61 kms, south-west of Winnipeg Manitoba.

The Region: Prairie Rose School Division extends north and south from the community of St. Laurent to Roland and east and west from the community of St. François Xavier to Eagle Creek Colony. The school division encompasses an area of approximately 1400 square miles or 3580 square kilometers.

Our Mission: Prairie Rose School Division is dedicated to developing lifelong learners for responsible global citizenship.

The Position: This permanent position will commence January 6, 2023. or earlier, depending on the successful candidate's availability.

Reporting directly to the Superintendent/CEO, the successful candidate will be an innovative and forward-thinking proponent of educational excellence to ensure the needs of all students are met, with a specific focus on those with diverse learning needs and backgrounds.

The successful candidate will demonstrate an overarching commitment to Prairie Rose School Division's Kindergarten to Grade 12 Continuous Improvement Plan with a specific leadership focus to the Mental Health and Wellness and Honoring Diversity components of the plan.

The successful candidate will bring considerable school-based experiences and will have the ability to work collaboratively within the school division, government, and outside agencies to ensure student success.

The successful candidate will be committed to building understanding and capacity for inclusion within our schools and school communities, possess a high level of professionalism, empathy and effective listening, and have excellent communication and technology skills.

Commitment to continuous improvement of self, other, and the organization is expected.

Requirements:

- A Manitoba Teacher's Certificate.
- A Master Degree in Education or related field is an asset.
- 5 to 10 years teaching in the field of Special Education along with progressive experience in educational programming and administrative planning at a school or divisional level.

For more information regarding this leadership opportunity, please contact Mr. Terry M.J. Osiowy, Superintendent/CEO at 204-745-2003.

Application must be received by 4:00 p.m. on the closing date and include an up-to-date resume detailing qualifications, experience and/or other relevant information and three references who can provide information on your ability.

Human Resources, Box 1510, 45 Main Street South, Carman, MB R0G 0J0;
by Fax: 204-745-3699; or e-mail to: prsd@prsdmb.ca

Posted Date: September 1, 2022

Closing Date: September 21, 2022

Clear criminal record and abuse checks are required of all employees of the school division. Prairie Rose School Division reserves the right to verify the authenticity of all submitted references. We thank all for applying, but only applications leading to interviews will be acknowledged. Accessibility resources will be provided upon request. This document is available in alternate formats by request.

Director of Student Services Ideal Candidate Profile

Academic Qualifications

- Master's degree in education or a related area as a minimum
- Must qualify for or hold teaching certification in the province of Manitoba
- Knowledge of current legislation, educational research, issues and trends in the areas of inclusive education and safe and caring learning environments
- Models life-long learning

Professional Experience

- Significant, successful, broad-based educational leadership experience, including work as a system leader and a school-based administrator
- Demonstrated strong classroom experience
- Knowledgeable and supportive of rural education issues
- Significant and successful experience supporting diverse learners in teaching
- Leadership experience through strong implementation of inclusive structures, processes and practices

Student Focus

- Devoted to meeting the needs of all students, in a twenty-first century context
- Ensures the provision of quality education to every student in a welcoming, caring, respectful, safe and inclusive environment
- Committed to citizenship and character development of students
- Ability to realize the goals set by the province and the Division
- Ability to maximize student learning and student engagement

Leadership Style/Skills

- Committed to innovative and visionary leadership, building on current Division strengths
- Is a dynamic, relational and accomplished leader
- Is an ethical leader who demonstrates personal and corporate integrity
- Is committed to a collaborative, transparent approach to decision-making processes, balanced with the strength to make necessary difficult decisions
- Is committed to building strong working relationships within the Division and with our communities
- Is committed to continuous improvement of self, others and the Division
- Values and builds leadership capacity of all personnel in the Division
- Ability to maintain high visibility in schools and within the Division
- Demonstrates strong communication and facilitation skills, including public engagement
- Ensures accountability of self and others
- Is politically astute and has the ability to work effectively with Manitoba Education and other provincial organizations and ministerial partners
- Ability to work effectively with other partners – local, regional, provincial, national, and international
- Has the courage to implement change and enables others to do so
- Is knowledgeable and understanding of and committed to the advancement of technology to enhance learning and organization effectiveness
- Models a healthy balance between career and personal life
- Ability to deal well with crisis situations and possess strong conflict resolution and problem-solving skills
- Ability to lead and manage a team of professionals who support diverse learners, build their leadership skills and capacity to, in turn, support all aspects of inclusion
- Ability to manage a large budget and deploy resources in an effective, efficient yet fiscally responsible manner
- Background with Indigenous students and communities

Director of Student Services Job Description

Approved: February 22, 2021

Position: Director of Student Services

Reports to: Superintendent/CEO

Policy: The Director of Student Services is part of the Division's senior administrative team, comprised of the Superintendent/CEO, Assistant Superintendent, Secretary-Treasurer, Human Resources Manager, Transportation Supervisor, Facilities and Safety Supervisor and Information Technology Supervisor.

The Director of Student Services shall focus in the area of educational support services and will be responsible for the long term planning, coordination, development, and evaluation of programs in the areas of student services: not necessarily limited to but including exceptional student education, clinical services, resource teacher services, counselling services, education assistant support, programming for students at risk, and medical interventions.

The Director of Student Services shall be compassionate, an advocate for students, and shall demonstrate a commitment to continuous improvement and high student achievement for all. S/he shall facilitate a diversity of programming and student services and support collaborative decision-making and school-based planning.

The Director of Student Services shall exemplify strong moral values, high standards of ethical conduct, a commitment to the Division's philosophy of education, and excellent interpersonal, communication, and administrative skills.

RESPONSIBILITIES:

Student Services:

- Oversees the provision of PRSD Continuum of Supports for students
- Provides consultation and support to the school division's student services team and to classroom teachers to maximize opportunities for the inclusion of students with exceptional needs within inclusive classroom and school settings
- Provides consultation and support for student services personnel; resource teachers, guidance counsellors, social workers, speech and language pathologists, and psychologists
- Provides support to families to facilitate student success
- Arranges transportation for students with special requirements
- Provides leadership and support to schools during the transition planning processes for students with special educational requirements
- Coordinates the hearing screening programs across the school division and supports the Manitoba Association of Optometrists to share information through their Eye See...Eye Learn program
- Monitors and supports the implementation of Student Specific Plans and Individual Educational Plans with school teams
- Coordinates outsourced clinical and student support contracts (occupational and physio therapy, music and art therapy)
- Collaborates with administration to support appropriate educational programming based on the presenting needs of the students; coordinates, designs, and implements special/unique projects
- Coordinates student internship/practicums for clinical services

Human Resources:

- Provides leadership during the development and revision of job descriptions for all student services personnel
- Manages the recruitment, supervision, professional growth plans, and evaluations of clinical services personnel
- Assists school principals in the recruitment and placement of professional and support staff who work with students with exceptional learning needs
- Assists the Human Resources Manager in the recruitment process of casual/substitute educational assistants
- Coordinates Manitoba Education Consultant supervision for clinicians new to the discipline
- On the direction of the Superintendent/CEO, conducts student services audits to develop staff performance improvements/support plans and collaborates with the principal to provide necessary coaching/guidance of the plan
- Allocates student services grant monies to schools in accordance with presenting class/school profiles and presenting student needs

- Assists the Superintendent/CEO and Human Resources Manager in overseeing the implementation and administration of the collective agreements that are connected to the student services operation of the school division
- Resolves disputes informally and/or formally as required

Management Accountability:

- Chairs divisional student services team meetings; agenda preparation and meeting notes/minutes distribution
- Provides leadership and coordinates professional development opportunities for student services staff; educational assistants, resource teachers, guidance counsellors, social workers, speech and language pathologists, and psychologists
- Directs the development and implementation of divisional processes for Unified Referral and Intake System (URIS) plans – written health care plans for students
- Assists the Superintendent in the development and/or review of student services policies, and administrative procedure as required by the direction of the Province of Manitoba and the Board of Trustees
- Leads and coordinates the Violent Risk Threat Assessment Committee and all related professional development and training requirements
- Leads the Division Crisis Response Team in consultation with the Superintendent/CEO, manages the completion and submission of school crisis planning, training, and reporting documentation – School Crisis Response Plan, VRTA and URIS training reports, etc.
- Acts as the divisional coordinator for any government directed student survey, share divisional results with student services team, and provides leadership to divisional initiatives resulting from survey results
- Coordinates WEVAS and First Aid/CPRS training for teaching and support staff
- Manages the Divisional Student database reflecting specialized service referrals, diagnosis and required student services resources
- Creates and presents professional learning presentations to the Board of Trustees on matters that relate to appropriate educational programming, inclusion, and student services programs
- Demonstrates a commitment to personal professional growth and development through professional reading, attendance at educational conferences, and workshops related to student services programming and leadership
- Serves on divisional and provincial committees as requested or nominated
- Liaises with community agencies as directed by the Superintendent/CEO
- Liaises with Student Services Administrators and Manitoba Education in the region
- Attends all Board and assigned Committee meetings as requested by the Superintendent/CEO
- Leads and coordinates the PRSD Reporting Child Abuse/Child Protection procedures and all related professional development and training requirements
- Provides leadership to develop the divisional Priority Plan with the student services team

Financial Accountability:

- Provides direction to the Superintendent/CEO and Secretary-Treasurer/CFO during the development of the student services budget and be responsible for the effective administration of the approved student services operational budget and assigned categorical grants
- Manages assigned categorical grants including reporting, fund distribution and document submissions to the grant source
- Leads the development of programming and funding proposals and coordinates the implementation, evaluation, and reporting requirements of the approved programs
- Oversees student specific funding applications to support students Emotionally/Behaviourally Disordered (EBD3)
- Oversees Student Services Planning Report and Special Needs Funding Reviews and completes all required provincial and divisional documentation

Education and Experience:

- A Master Degree in Education or related field
- A Manitoba Special Education Coordinator's Certificate
- A Manitoba Teacher's Certificate
- Minimum of 5 years teaching in the field of Special Education along with previous progressive experience in educational program planning and administrative planning at a school or divisional level