



## **Student Services Coordinator**

Southwest Horizon School Division is seeking a highly motivated, dynamic individual to fill the 1.0 FTE term position of Student Services Coordinator effective September 5, 2023 until June 28, 2024.

The Student Services Coordinator is a supportive role that enhances programming in Southwest Horizon's twelve K-12 schools. Working as part of a collaborative team, with commitment as the essential strength, the Coordinator is a valuable leader and is knowledgeable in the field of Special Education.

### **Duties and Responsibilities**

- Provide leadership and direction to all aspects of special education programming and student services in SHSD.
- Provide guidance and support to administrators, resource teachers, clinicians, classroom teachers and support staff to ensure the implementation of appropriate educational programming including individualized programming and assistive technology.
- Participate in the development and implementation of the division's strategic plan.
- Participate in the development and implementation of a systemic wellness strategy.
- Provide leadership in the development and implementation of instructional resources, instructional strategies and assessment of students.
- Provide support to families to facilitate student success.
- Liaise, schedule and direct the services of clinicians and outside agencies.
- Develop and deliver workshops to support teacher and educational assistant professional development.
- Support administrators in assisting classroom teachers with the development and implementation of individual education plans.
- Screen and prioritize referrals.
- Organize and coordinate student services files.
- Support administrators in assisting early years teachers in the development of play based classrooms.
- Be responsible for the long-term planning for English as an Additional Language programming.
- Manage student services budget.

- Participate as a member of SSAAM.
- Report directly to the Superintendent.

### Qualifications

- Manitoba teachers certificate (or equivalent).
- Master's degree or commitment to begin studies in an appropriate field.
- Special education accreditation.
- Minimum of 5 years classroom teaching experience.
- Experience as a resource teacher, school counsellor or administrator.
- Familiarity with roles of psychologist, SLP and OT/PT.
- Familiarity with early years education.
- Demonstrated knowledge and experience in working with people with special needs.
- Strong interpersonal, written, verbal and computer skills.
- Ability to work collaboratively and independently.
- Valid Manitoba drivers license and the ability to travel extensively throughout the division.

Candidates are requested to support their applications with a résumé, including three professional references and supporting documents where applicable. Candidates are also asked to provide a written response of 500 words or less to this question; *What is an inclusive classroom?*

Submit electronic applications to [carriecurley@shmb.ca](mailto:carriecurley@shmb.ca) (deadline March 31, 2023) or make inquiries to:

Carolyn Cory, Superintendent  
Southwest Horizon School Division  
Telephone (204) 483-6248

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. Successful applicants must provide current criminal record and child abuse registry checks as well as complete the online Respect in Schools training and online Accessible Customer Service Training. Reasonable accommodations are available for persons with disabilities on request.*