

---

## ROLE OF DIRECTOR OF STUDENT SUPPORT SERVICES

### Background

Guided by the District's mission, vision, values and beliefs, our themes, goals and objectives, the Director of Student Support Services will assist the Superintendent in fulfilling the general and specific aspects of the role description for the Superintendent as defined in the *School Act* and Board policy.

### Procedures

The Director of Student Support Services is directly responsible and accountable to the Superintendent.

The Director of Student Support Services will have specific responsibilities for:

1. Student Learning
  - 1.1 Provides leadership in fostering conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility.
  - 1.2 Develops, implements, monitors, and maintains a continuum of District based services, school-based services, programs, and resources to support student learning.
  - 1.3 Develops, implements and monitors all specialized programming.
  - 1.4 Fosters conditions which promote the improvement of educational opportunities for all students in schools and programs within areas of responsibility
2. Student Wellness
  - 2.1 Provides support to ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
  - 2.2 Ensures that a coordinated service delivery model is in place to support student access to programs and services.
  - 2.3 Develops and maintains positive and effective relations with provincial government departments and regional/community agencies which provide services/supports to students.
  - 2.4 Leads support services in the implementation of District-wide supports, including areas such as critical response.
3. Human Resources Management
  - 3.1 Supervises, evaluates and reviews the performance of “direct reports”.
  - 3.2 Assists the Superintendent as required with the recruitment and selection of professional staff.

- 3.3 Collaborates with the Superintendent in the supervision and evaluation of school-based administrative staff, as requested.
- 3.4 Establishes procedures to supervise, monitor and evaluate educational programs and personnel throughout the District pertaining to students with unique needs.
- 4. Fiscal Responsibility
  - 4.1 Develops a departmental budget within the parameters and constraints of the Division budget.
  - 4.2 Ensures the proper fiscal management of budget allocations.
  - 4.3 Makes recommendations to the Superintendent regarding possible actions to increase the effective and efficient operations of programs within areas of responsibility.
  - 4.4 Operates in a fiscally prudent and responsible manner.
- 5. Policy/Administrative Procedures
  - 5.1 Assists the Superintendent in the planning, development, implementation and evaluation of Board policies and administrative procedures within areas of responsibility.
  - 5.2 Ensures application of Board policies and administrative procedures as required in the performance of duties.
- 6. Organizational Management
  - 6.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines and adherence to Superintendent directives.
  - 6.2 Contributes to a District culture which facilitates positive results, effectively handles emergencies and deals with crisis situations in a team-oriented, collaborative, and cohesive fashion.
- 7. Communications and Community Relations
  - 7.1 Takes appropriate actions to ensure open, transparent internal and external communications are developed and maintained in areas of responsibility.
  - 7.2 Fosters close ties and develops partnerships with community agencies.
  - 7.3 Ensures parents and staff have an acceptable level of satisfaction with the services provided within areas of responsibility.
  - 7.4 Investigates and facilitates resolution of concerns and conflicts.
- 8. Superintendent Relations
  - 8.1 Establishes and maintains positive, professional working relations with the Superintendent.

- 8.2 Honours and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy and encourages staff to do the same.
- 8.3 Provides the information the Superintendent requires to perform the role in an exemplary fashion.

### 9. Leadership Practices

- 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom she works in carrying out the Superintendent's expectations.
- 9.2 Exhibits a high level of personal, professional, and organizational integrity.

Reference: Sections 22, 65, 85 *School Act*

Adopted: May 18, 2022

Reviewed: May 18, 2022

Revised: May 18, 2022