

STUDENT SERVICES COORDINATOR

JOB RELATED SKILLS:

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|----|--|----------|-----------|----------|-----------|-----------|
| 1. | Provide coordination and consultation to all special needs programming in SVSD and to make recommendations for programs, staffing and resources where appropriate. | O | VG | S | NI | NA |
| 2. | Provide support, ideas, information and professional development to regular classroom teachers in their efforts to accommodate and integrate children with exceptional learning needs. | O | VG | S | NI | NA |
| 3. | Liaison with the various branches and agencies which provide support services to special education and other student services with the division. | O | VG | S | NI | NA |
| 4. | Coordinate early identification and individual education plan efforts including the administration of the grants. | O | VG | S | NI | NA |
| 5. | Prepare the Coordinator's annual budget, assist in the preparation of all aspects of the annual special needs budget, ensure that all forms and applications for grants are prepared and submitted | O | VG | S | NI | NA |
| 6. | Provide organization and support for SVSD programs such as but not limited to; vision and hearing screening, Pre K and K screening, E.A.L. programs, divisional standardized tests, etc. | O | VG | S | NI | NA |
| 7. | Ensure that Divisional special needs procedures and policies are compatible with Manitoba Education Guidelines. | O | VG | S | NI | NA |
| 8. | Pursue a professional development plan which will keep him/her abreast of current trends in Special Education. | O | VG | S | NI | NA |

9.	Serves as a resource to the Superintendent/CEO and Board of Trustees by preparing reports and statistical data required for short and long term planning.	O	VG	S	NI	NA
10.	Plans and carries out in-service training of staff under his or her supervision.	O	VG	S	NI	NA
11.	Provide policy/procedure guidance and direction to staff under his or her supervision to ensure that their actions are congruent with approved policy and regulations.	O	VG	S	NI	NA
12.	Works with the Transportation Coordinator to ensure that URIS training is in place for bus drivers.	O	VG	S	NI	NA
13.	Perform all other related duties as assigned.	O	VG	S	NI	NA
14.	Attendance.	O	VG	S	NI	NA
15.	Public Relations					
	a) works positively as part of the SVSD team	O	VG	S	NI	NA
	b) interacts positively with other staff	O	VG	S	NI	NA
	c) interacts positively with the public	O	VG	S	NI	NA
16.	Personal Qualities/Attributes					
	a) punctuality	O	VG	S	NI	NA
	b) dependability	O	VG	S	NI	NA
	c) cooperation	O	VG	S	NI	NA
	d) enthusiasm	O	VG	S	NI	NA
	e) judgment	O	VG	S	NI	NA
	f) adaptability	O	VG	S	NI	NA
	g) confidentiality	O	VG	S	NI	NA
	h) personal appearance	O	VG	S	NI	NA
	i) attitude to work	O	VG	S	NI	NA
	j) accepts responsibility	O	VG	S	NI	NA
	k) accepts direction	O	VG	S	NI	NA

Comments:

Ratings:

Outstanding	<u>Outstanding</u> is unusual. Genuine “outstanding” performance means performance that is all one can possibly expect in all phases of the work. “Outstanding” work performance means a degree of performance that can be achieved but rarely maintained.
Very Good	<u>Very Good</u> means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.
Satisfactory	<u>Satisfactory</u> means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard, he/she is a worker who has produced what can reasonably be expected of a fully competent person in the position.
Needs Improvement	<u>Needs Improvement</u> means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A “Needs Improvement” rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the shortcomings. A suggestion on how to improve must accompany this comment.
Not Applicable	<u>Not Applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

