

POLICY CCA– Organizational Chart

Exhibit G.1- Responsibilities of the Assistant Superintendent Student Services

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Position: Assistant Superintendent Student Services

Reports to: Superintendent

Responsibilities:

1. Expected to conduct all aspects of their role in compliance with Occupational Health and Safety (OHS) standards and regulations.
2. Assist in the design of effective policies and operational procedures for special education programming, including gifted programming, by providing information on;
 - a) Student identification and referral to special programs
 - b) Appropriate testing and assessment methods
 - c) Other identification criteria
 - d) Parental involvement and informed consent
 - e) Placement decisions, including entry and exit procedures
 - f) Documenting school program outlines
 - g) Placement guidelines to ensure benefit for students
 - h) File maintenance and updating
 - i) Program reporting and evaluation at school level
 - j) Individual program plan documentation
 - k) Transport of special education students
 - l) Consultative services and access to professional services
 - m) Allocation of teacher assistants for special needs programs
 - n) Appeal procedures
3. Coordinate programs as outlined in approved policies, guidelines and procedures
 - a) Work with each school to examine program offerings, review and revise as necessary, and develop further program elements as resources and needs change
 - b) Recommend appropriate resources and equipment to properly and effectively support programs
 - c) Provide ongoing consultation and advise to teachers and school administration
 - d) Supervise special education coordinators
4. Coordinate Early Childhood Services (ECS) programs
 - a) Pursue all relevant ECS grants
 - b) Coordinate identification of children with special needs
 - c) Coordinate placements for playschool aged children with local agencies
5. Organize and implement technology to assist students with special needs in system schools
6. Carry out the duties as required as attendance officer as outlined in the School Act
7. Assist in the design of effective policies and operational procedures for the Alternative Education Program by providing information on the following topics:
 - a) Student referral to the Alternative Education Program

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- b) Current regulations
 - c) Record keeping
 - d) Program reporting and evaluation
 - e) Supervision of staff
8. Determine in service needs in conjunction with administration, teachers, and outside agencies and conduct and coordinate staff development and in-service for Special Education and Alternative Education, including teachers and support staff.
9. Provide liaison between schools, central office, and other Boards and agencies
- a) Alberta Education
 - b) Other local jurisdictions
 - c) Specialized programs
 - d) Northwest Children and Youth with Complex Needs
 - e) Determine suitable placements and availability of programs
10. Provide central office administration with information preparing for the annual budget for Special Education, ECS, and Alternative Education programs and assist in monitoring expenditures in the following areas:
- a) Assessment programs and services
 - b) School- based budgets for Special Education
 - c) Tuition costs to the Board
 - d) Program unit funding
11. Provide ongoing Community Relations program
- a) Crisis management
 - b) Parental contacts
 - c) Public meetings and presentations
12. In accordance with the Program Evaluation Policy, evaluate, monitor, and prepare recommendations for administration and the Board regarding Special Education programs.
- a) Consider tuition fee costs vs. offering Board programs
 - b) Input on criteria for selecting Special Education staff
 - c) Assist in preparation of Special Education section of the Annual Education Report
13. Serve as district representative on management groups such as Student Health Program and the School Community Team
14. Inform Superintendent of Alberta Education initiatives in areas of responsibility
15. Carry out other such duties as may be assigned by the Superintendent