

## SCHOOL DISTRICT #8 (KOOTENAY LAKE)

### Job Description

**Status:** APPROVED

**Date:** February 2011

**Revised:**

### **Job Title**

Student Services Coordinator

### **Job Summary:**

An employee who, under the direction of the Director of Student Services or designate, coordinates support services for students with special needs in accordance with Ministry of Education Special Education Policies, Procedures and Guidelines.

### **Job Requirements:**

1. Possess a recognized 2 year Office Administration Program diploma from a post-secondary organization or equivalent business training institute and a minimum of two college or university level courses that focus on Special Education services (eg. Psychology, Behavior Sciences, Crisis Intervention, Conflict Resolution, etc.)
2. Demonstrated competence in the use of computers, word processing, spreadsheets and data bases is essential.
3. Ability to exercise initiative, independent judgment and discretion. Must be able to make appropriate decisions and choices in a variety of situations and emergencies involving students, teachers, Student Services staff, parents and the public.
4. Must have excellent organizational and time management skills.
5. Ability to follow School District and school/site policies, procedures, rules, regulations and guidelines and the provisions of the various collective agreements.
6. Ability to be part of a collaborative team, maintaining a professional attitude and confidentiality in working relationships with all school personnel, students, parents and the public. This is a position that requires a high level of confidentiality.
7. Ability to interact and liaise with Provincial Government Ministries, Community Agencies, Colleges and Schools.

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On behalf of CUPE Local 748



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8. Coordinate and plan for professional development activities in conjunction with the District Pro-D committee.
9. Ability to communicate effectively.
10. Ability to review, understand and work with the Ministry of Education Guidelines for Special Education Classification.
11. Knowledge and understanding of terminology related to special education, scoring assessments and special education resource materials is required.
12. Work with the Human Resources Department in conjunction with the Director of Student Services to reconcile Student Services personnel requirements.
13. Communication facilitation with Principals, Transportation Coordinator and the Director of Student Services.
14. Ability to perform accounting duties relating to the Student Services budget is essential.
15. Ability to direct work to others working in the Student Services office.
16. Ability to handle reception duties and deal with the public courteously.
17. Ability to adapt to frequent technological change (training will be provided).
18. Must have understanding and knowledge of safe work practices.
19. Perform other job related duties as may be assigned.

**Job Conditions:**

1. Work is indoors in clean, well-lighted and heated buildings
2. This position can be very stressful as there are time pressures and interruptions.
3. May face a variety of situations (eg. medical emergencies, irate parents) requiring decision making and action in accordance with protocols prescribed by the Director of Student Services.

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