STUDENT SERVICES CONSULTANT

Position Profile: The Student Services Consultants are responsible for the leadership, coordination and general supervision of student support services in a specified service area within the school division. This includes the coordination, development and delivery of appropriate educational programs and services to support students with exceptional learning and behavioral needs.

Directly Reports To: Superintendent of Education

Indirectly Reports To: Coordinator of Student Services

Required Education, Knowledge, Qualifications and Experience:
- Bachelor of Education Degree from a recognized post secondary institution
- Saskatchewan Professional “A” Teaching Certificate
- Minimum of 5 years successful teaching experience
- A Masters Degree in a related instructional area would be considered an asset
- Knowledge of appropriate instructional materials for classroom use
- Experience working independently and in a team-oriented, collaborative environment
- Flexible and adaptable to learning and understanding new technologies
- Experience in facilitating student support programs
- A current and valid driver’s license as there will be extensive travel throughout the school division
- Demonstrated knowledge of Saskatchewan Core Curriculum and the Ministry of Education initiatives
- Knowledge of effective practices in education

Required Skills and Abilities:
- Demonstrated ability to provide adaptive and situational leadership
- Strong written, oral, and interpersonal communication skills to communicate effectively with non-technical staff & with other interdisciplinary teams.
- Ability to facilitate effective meetings, make presentations, and provide formal or informal training, assistance and guidance to program participants and educational staff
- Ability to model best practices in the classroom to design effective classroom projects
- Demonstrated ability to act as a team member within a family of schools and the school division
- Demonstrated ability to establish rapport with and act as a role model for staff and students
- Demonstrated ability to support the professional growth of school staff
• Demonstrated ability to create innovative solutions to a wide range of problems
• Demonstrated ability to present and promote change at the school and/or organizational level
• Demonstrated ability to prioritize multiple demands and effectively manage time.
• Demonstrated ability to maintain strict confidentiality relative to school division operations.
• Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division
• Ability to work independently and with minimal supervision

**Supervision of Staff:**
This position does not involve the direct supervision of staff.

**Duties and Responsibilities:**
Without restricting the above general description, the Student Services Consultants shall perform such duties and responsibilities as may be assigned, but not restricted to, the following:

- Consult and support a team of professional staff who are responsible to provide services in the areas of special education, school counseling, speech-language pathology, educational psychology and occupational therapy.
- Provide leadership and direction within their service area with regard to current and emerging initiatives from the Ministry of Education in the area of children’s services.
- Gather special education data for the school grants/special education database as required by the Ministry of Education.
- Advocate for and provide leadership, direction and guidance for inclusive education practices in all schools.
- Determine appropriate placements and program supports for students with diverse needs.
- Support, monitor and provide leadership for the development of Personal Program Plans and SMART goals for those students receiving intensive supports.
- Liaison, consultation and collaboration with regular classroom teachers, parents and other personnel or agencies to support student success in learning and school achievement.
- Assist in determining division priorities and organizing professional development opportunities to provide for the professional development of staff who work with special needs students.
- Provide leadership in specific areas that pertain to student services.
- Facilitate Early Entrance placements when appropriate.
- Work collaboratively with the Student Services Coordinator, superintendents and other consultants.
- Facilitate, participate and plan learning support team meetings as requested.
- Assist in determining in-service requirements and in planning in-services, including scoping, scheduling, and implementation.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- To engage in lifelong learning with respect to training, in-service and courses of study.
- To perform other duties as assigned by the Coordinator of Student Services.
Judgment, Independence and Client/Peer Contact:

Confidentiality
At no time should a Student Services Consultant discuss, in public, information pertaining to a student or staff. The Student Services Consultant is expected to respect the confidential nature of the position by avoiding the discussion about any topics that are not formally communicated to the public by the administration of the schools or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence
The Student Services Consultant is expected to work independently and as a team member of the Student Services Department, all schools and the division office as required.

Client/Peer Contact
This employee works collegially with school staff, school-based administration and other school division staff. Contact with other employees and outside agencies and community supports are regular and frequent.

Responsibility for Quality of Assigned Work:
The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.