

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE:** Coordinator of Integrated School Services

**REPORTS TO:** Directly: Superintendent of Student Services

### **Purpose:**

As part of the NESD Coordinator Team, the Coordinator of Integrated School Services is responsible for coordinating the school division's operational delivery of programming related to Integrated Services, Supports for Learning, Response to Intervention, Positive Behavioural Interventions and Support, Counselling Services and Liaison Services.

### **Required Education, Knowledge, Qualifications and Experience:**

- Minimum of a Bachelor's Degree in Social Work, Education or an equivalent field
- A Master's Degree in a related discipline would be considered an asset
- A minimum of five (5) years experience as a counselor, teacher or equivalent
- Eligibility for and/or have a current membership in either the SASW or STF
- Possess a current and valid Driver's License
- Solid grasp of Response to Intervention and its connection to an integrated and comprehensive Student Services delivery model
- A firm understanding of Positive Behavioural Interventions and Support framework and how it applies to school settings
- Experience working within Aboriginal communities and with Aboriginal cultures
- Competency in the preparation and management of grants pertinent to integrated services
- Experience in the delivery of human services would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division

### **Required Skills and Abilities:**

- Ability to work in a leadership capacity as a member of a team
- Ability to manage high stress situations and to coordinate responses to issues and crisis on an emergent basis
- Ability to plan, coordinate and present workshops to educators and support staff
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- Strong communication skills including superb writing, content development skills, strong presentation, oratory and verbal skills with individuals at all levels of the organization.
- Compose a variety of documents and/or facilitate group discussions and solve practical problems
- Ability to work with diverse groups of people
- Strong problem solving skills are required to analyze issues and create action plans
- Highly developed organizational skills with the ability to successfully manage and coordinate a number of projects and tasks while effectively managing time
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Demonstrated ability to deal with people sensitively, tactfully, diplomatically, and professionally
- Ability to develop and maintain working relationships with all staff within the school division, with local and provincial organizations and with the local community

- Ability to establish a strong rapport with students, families and school personnel
- Display a positive attitude and work ethic in all aspects of the position
- Ability to successfully contribute as part of a case management team.
- Demonstrated ability to prioritize multiple demands and effectively manage time

### **Supervision of Other Staff:**

This position involves the direct supervision of Outreach Workers and Counselling Consultants.

### **Duties and Responsibilities:**

Without restricting the generality of the purpose above, the Coordinator of Integrated School Services shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Services team in carrying out the NESD vision and mission
- Assess existing programs or services and advocate or implement improvements to these programs and services as they pertain to response to intervention
- In conjunction with the Superintendent of Student Services, prepare the student services annual operating budgets as it relates to student learning and response to intervention.
- In conjunction with the Superintendents of Student Services and Human Resources, prepare the annual staffing processes as it relates to student services.
- Establish partnerships with human services providers within our communities in order to develop and coordinate integrated and holistic services and programs for students and their families
- Promote effective and innovative school programming for “at-risk” youth
- Coordinate program delivery consistent with provincial and divisional initiatives
- Assist in developing a positive, caring and supportive culture within schools
- Prepare, monitor and evaluate grant proposals as they pertain to integrated services and program delivery
- Attend interagency meetings as a representative of NESD
- Provide leadership and support to the Counselling Consultants and Outreach Workers within the NESD
- Collect and coordinate data as required
- Facilitate Professional Learning Communities as required
- Attend Administrator Meetings as required
- Be knowledgeable and supportive of applicable Division Operational Policies & Procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Superintendent of Student Services

### **Judgment, Independence and Client/Peer Contact:**

#### **Confidentiality**

At no time should the Coordinator of Integrated School Services discuss, in public, information pertaining to a student. The Coordinator of Integrated School Services is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

**Independence**

The Coordinator of Integrated School Services is expected to work independently and as a team member of both the school-based and division staff.

**Client/Peer Contact**

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

**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.

**Salary Grid: Coordinator of Integrated Services**

The salary grid for the position is tied to the following grid:

**Coordinator of Integrated Services Salary Grid Range 1**

**Coordinator of Integrated Services Salary Grid Range 2**

<b>Approved By:</b>	Heather Shwetz
<b>Date Approved:</b>	January 4, 2018
<b>Reviewed:</b>	