



ANGLOPHONE SOUTH SCHOOL DISTRICT
INVITES APPLICATIONS FOR THE FOLLOWING POSITION OF RESPONSIBILITY

OFFICE OF THE SUPERINTENDENT
Director, Education Support Services
Pay Band 8 (\$3491 - \$3931 Bi-Weekly)

The Director of Education Support Services position is part of the senior management team for each school district. The primary role of this position is to provide the leadership, expertise and knowledge to coordinate programs and services that support inclusive education in the schools and classrooms of the district. This encompasses the development and monitoring of policies, the coordination, monitoring and supervision of programs and employees; the preparation of reports regarding established program and service standards; liaison with EECD and other government departments that provide support to students and families; communication with principals/teachers on policies and issues regarding the support of children with exceptionalities; the development of effective training programs for all staff that to support quality, inclusive education. This position will provide support for school district operations in the development, implementation and support of the District Education Plan.

Organizational Relationships:

This position reports to the Superintendent of Schools. Positions reporting to this incumbent:

- Education Support Services Coordinators
- Guidance/PLEP Coordinators
- Psychologists
- Social Workers
- Speech Language Pathologists

Major Duties and Responsibilities

- Organize and administer all programs and services that would be included under the Education Support portfolio, develop roles and responsibilities, work plans and monitor outcomes and performance objectives.
- Collaborate with Integrated Service Delivery managers to organize and manage Education Staff on the Child & Youth Teams [ISD]
- Research, develop, organize and implement strategic long term staff training programs.
- Prepare reports and analysis of local, provincial, national and other data for the purpose of recommending strategies and programs that support inclusive education in School Improvement Plans, District Education Plans and the preparation of the District Report Card.
- Supervise staff in Education Support Centres through the process developed by the District Accountability Policy.
- Support School Principals and monitor the staff performance of Education Support Workers that are placed in schools through an established collaboration and consultation process.
- Support and provide advice to the Directors of Schools and Principals regarding matters relating to effective implementation of programs and services that support a quality, inclusive education environment in schools.
- Manages, administer and audit budgets and resources related to Education Support Services.
- Oversee staffing allocations for school based employees and resources that are supported through the Special Education Budget through consultation with school principals and other senior management directors.
- Liaise with external government departments and agencies that provide support to students with exceptionalities and oversee programs and services that they provide.
- Help oversee and participate in meetings, direct interventions, mediation, appeals and other activities that support the effective and efficient delivery of District programs and services.
- Communicate and collaborate with parents, community groups and other agencies that require information or direction regarding issues and events in public education.
- Ensure that provincial, departmental and district policy and regulations regarding the implementation of inclusionary education practice are being followed in the schools and classrooms in a consistent and effective manner through continual monitoring, consultation and communication with employees and the public.

Qualifications

Education and training:

Masters of Education; with a major in Special Education and Guidance

Experience

A minimum of eight (8) years of experience in teaching in the public school system and in progressive leadership roles in the area of inclusionary education. An equivalent combination of training and experience may be considered.

A complete resume, the names of three references, university transcripts, and a copy of the NB Teacher's Certificate must accompany the application. Apply in writing by 12 pm, Friday, March 31, 2017.

Forward applications to:
Stewart Stanger, Director of Human Resources
Anglophone South School District
490 Woodward Avenue, Saint John, NB E2K 5N3 (Fax) 506-658-5399
asd-s.jobs@nbed.nb.ca

Thank you in advance for applying. Only those selected for an interview will be contacted. Anglophone South School District reserves the right to request a Criminal Record Check.

We are committed to employment equity.

(All facilities in Anglophone South School District are scent free environments)