



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Diversity, Learning, Perseverance, and Responsibility
Our Vision Learning Without Limits...Achievement For All

Student Services Consultant

Portfolio:	Education Services
Reports Directly to:	Superintendent of Learning
Reports Indirectly to:	Director of Education
Direct Reports:	Professional Service Providers in Assigned Cluster
Department/Location:	Good Spirit Education Complex – Yorkton, SK
Salary Range:	STF Grid plus Consultant LINC Allowance
Last Updated:	January 2024

Profile

The Student Services Consultant reports to the Superintendent of Learning. The Student Services Consultant is responsible for:

- Coordinating Student Support Teachers and their school teams
- Supervision of Professional Service Providers and contracted external service provider(s)
- Coordination of educational assistant staffing
- Effective instruction, including the use of the Adaptive Dimension, to support students in achieving success by reducing or eliminating barriers to learning
- Individual Intervention Plans
- Coordination for schools and families with partner agencies

Without restricting the generality of the overview above, the Student Services Consultant shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Educational Leadership

Role Expectations:

- RE 1.1 Provides leadership and support in all matters relating to K-12 curriculum for students requiring additional supports.
- RE 1.2 Assists the Superintendent of Learning in supporting the student support teachers and professional service providers to ensure students meet their individual needs and achieve their potential.
- RE 1.3 Implements administrative procedures relevant to areas of assigned responsibility.

- RE 1.4 Ensures accurate, regular, and effective assessment practices for students within areas of assigned responsibility.

Quality Indicators relative to educational leadership:

- QI 1.1 The Student Services Consultant conducts an analysis of student success and ensures development of action plans to address concerns within areas of assigned responsibility.
- QI 1.2 The Student Services Consultant assists the Superintendent of Learning to identify trends and issues related to student achievement in areas of assigned responsibility to inform the setting of yearly priorities and outcomes.
- QI 1.3 The Student Services Consultant meets all timelines for the appropriate Superintendent relative to the annual review of priorities and outcomes within areas of assigned responsibility.
- QI 1.4 The Student Services Consultant ensures curriculum, instruction and assessment practices are implemented in a timely manner and in accordance with provincial and division mandates.
- QI 1.5 The Student Services Consultant conducts an analysis of resources and professional development opportunities to ensure the most recent and relevant curriculum, instruction and assessment supports are in place.

2. Fiscal Responsibility

Role Expectations:

- RE 2.1 Ensure fiscal responsibility in relation to areas of assigned responsibility.

Quality Indicators relative to fiscal responsibility:

- QI 2.1 Adequate internal financial controls exist and are being followed in areas of responsibility.
- QI 2.2 Reviews expenditures to ensure continuous improvement in terms of value for money.

3. Personnel Management

Role Expectations:

- RE 3.1 Ensures exemplary practice in curriculum, assessment and instruction support is provided to Administrators, Student Support Teachers and Educational Assistants.
- RE 3.2 Provides direct supervision of Professional Service Providers and contracted external service providers resulting in the achievement of prescribed strategic plan areas.

RE 3.3 Supports and monitors job postings through Intensive Support Requests and approves Recommendations to Hire.

RE 3.4 Consults and approves Emergency Support Requests for additional Educational Assistant support within the schools.

Quality Indicators relative to personnel management:

QI 3.1 Regular formative evaluations of Professional Service Providers and contracted external service providers are conducted.

QI 3.2 The Student Services Consultant models a commitment to personal and professional growth.

QI 3.3 High standards of instruction, research-based practices and professional improvement are fostered in areas of assigned responsibility.

QI 3.4 Support ongoing training for professional service providers and contracted external service provider personnel in areas of assigned responsibility.

QI 3.5 The Student Services Consultant takes an active role in the school-based EA hiring process.

QI 3.6 The Student Services Consultant models high ethical standards of conduct.

QI 3.7 Ensures optimum utilization of time and resources in consultation with the Superintendent of Curriculum, Assessment & Instruction.

4. Policy and Administrative Procedures

Role Expectations:

RE 4.1 Implements relevant assigned administrative procedures with integrity in a timely fashion.

RE 4.2 Creates and implements procedural practices to ensure consistency of practice and clarity of expectations.

Quality Indicators relative to policy role:

QI 4.1 The Student Services Consultant ensures assigned Aps are adhered to.

QI 4.2 The Student Services Consultant demonstrates a knowledge of and respect for the role of the Superintendent of Learning in the administrative procedure processes.

QI 4.3 The Student Services Consultant makes timely recommendations to the Superintendent of Learning regarding assigned administrative procedures to ensure they are kept current and effective.

5. Student Services Consultant/Superintendent of Curriculum, Assessment & Instruction

Role Expectations:

- RE 5.1 Establishes and maintains positive, professional working relations with the Superintendent of Learning.
- RE 5.2 Honours and facilitates the implementation of the Superintendent's roles and responsibilities as defined in AP 470-1.
- RE 5.3 Provides the information which the Superintendent of Learning requires to perform the role.

Quality Indicators relative to Student Services Consultant / Superintendent of Learning relations:

- QI 5.1 The Student Services Consultant keeps the Superintendent of Learning informed about actions and operations within areas of assigned responsibility.
- QI 5.2 The Student Services Consultant interacts with the Superintendent of Learning in an open, honest, proactive and professional manner.
- QI 5.3 The Student Services Consultant implements Superintendent of Learning directions with integrity in a timely fashion, for the Superintendent of Learning to perform their duties in an exemplary fashion.

6. Communications and Community Relations

Role Expectations:

- RE 6.1 Takes appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.
- RE 6.2 Is active in seeking supports for families within the community and following up with action items.

Quality Indicators relative to communications and community relations:

- QI 6.1 Represents the Division in a positive, professional manner.
- QI 6.2 Manages conflict effectively.
- QI 6.3 Consistently demonstrates a commitment to Division values as noted in Policy 1. In addition, consistently models servant leadership and positive ambassadorship.
- QI 6.4 Serves as liaison between the Ministry of Education and the Superintendent of Learning.
- QI 6.5 Serves as liaison between the Superintendent of Learning and other school division consultants.

7. Strategic Planning & Reporting

Role Expectations:

RE 7.1 Supports the strategic planning process.

RE 7.2 Implements plans as approved.

Quality Indicators relative to strategic planning and reporting:

QI 7.1 The Student Services Consultant assists the Superintendent of Learning in achieving the key results identified in the Provincial Education Plan (PEP) within areas of assigned responsibility.

QI 7.2 The Student Services Consultant reports at least annually on results achieved within areas of assigned responsibility.

8. Organizational Management

Role Expectations:

RE 8.1 Demonstrates effective organizational skills resulting in Division compliance with all legal and Ministerial mandates and timelines within areas of assigned responsibility.

Quality Indicators relative to organizational management:

QI 8.1 The Student Services Consultant ensures compliance with all Ministry of Education and Division mandates (timelines and quality) within areas of assigned responsibility.

9. Leadership Practices

Role Expectations:

RE 9.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work most directly in carrying out assigned responsibilities.

Quality Indicators relative to leadership practices:

QI 9.1 Provides clear direction.

QI 9.2 Provides effective educational leadership.

QI 9.3 Establishes and maintains positive, professional working relationships with staff.

QI 9.4 Unites people toward achieving the Board's goals.

QI 9.5 Demonstrates a high commitment to the needs of students.

QI 9.6 Subordinates trust.

QI 9.7 Empowers others.

QI 9.8 Effectively solves problems.

Qualifications

- Bachelor of Education and/or Master's degree in an Education related discipline
- Student Support Teaching Certificate a definite asset
- 5 plus years' experience in a Pre-K – 12 educational environment
- Valid Class 5 Driver's License

Knowledge, Skills and Abilities

- Strong interpersonal skills with a proven ability to build trusting, collaborative work environments.
- Ability to always deal with people sensitively and professionally.
- Excellent knowledge of all education and best practices.
- An understanding of current trends, developments in Pre-K to Grade 12 education.
- Ability to lead change and people while building capacity for sustained improvement throughout the Division and ensuring this change aligns with the Division's Strategic Plan.
- Ability to design and deliver training and professional development.
- Analytical with the ability to recognize areas of concern or opportunity for efficiencies.
- Demonstrated fiscal management skills and understanding of budgeting processes.
- Willingness to embrace change and encourage others to continually foster improvement.
- Effective communication skills with the ability to forge positive relations with a variety of educational partners and employee groups.
- On-going commitment to personal professional growth and development.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures, and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity daily.

- Displays a positive attitude toward others, their work, schools, and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- STF based on a 10-month calendar
- Travel required
- Office location is determined by the Superintendent of Learning