
REGULATION 2120.062

DIRECTOR OF STUDENT SUPPORT SERVICES

General

The Director of Student Support Services is accountable to the Superintendent for the achievement of the District's mission and goals through the creation of effectiveness learning programs. The Director's role is to support schools in their mission to ensure that all students achieve their personalized learning goals by providing programs, staff and expertise to meet their identified special learning needs.

Results Expected

Leadership	Provides effective leadership to the Department and the District in order that all students can attain their individual potential.
Service	Provides expertise and curricular support to principals, teachers and Department staff to enable them to provide a positive learning environment for students.
Interpersonal	Establishes and maintains cooperative and productive working relationships with principals, teachers and Department staff.
Management	Provides effective and efficient management of the human and financial resources of the Student Support Services Department.
Specific Responsibilities	Provides overall departmental leadership and through consultation identifies emerging needs, recruitment, assignment and evaluation of staff assigned to student support service areas.

Support initiative towards inclusion of Special Needs students in regular classrooms.

Takes responsibility for the preparation and monitoring of budgets. Compiles appropriate statistical data required by the Ministry of Education.

Oversees the coordination and assessment of the placement and programming of students.

Communicates with representatives from other agencies and ministries in order to secure support for students.

Participates in administrative committees and reports to both the Superintendent and the Board of School Trustees.

Relationships

Serves	All District schools
Accountable to	Superintendent and the Board of Trustees
In partnership with	District Leadership Team
In cooperation with	District Principals
Liaison to	Ministry of Education, Ministry of Social Services and Housing, Solicitor-General's Department, Ministry of Health
Supervises	Student Support Services staff
In consultation with	Employee Groups Parent Groups Strategic Planning Group District Consultative Committees Advisory Committees

Evaluation

The Director is evaluated by the Superintendent on the basis of the results achieved as specifically set out in the annual job plan.

Greater Victoria School District

Approved: October 28, 1991

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.