
REGULATION 2123.026

COORDINATOR - SCHOOL SERVICES (SPECIAL NEEDS)

General

Reporting to the Assistant Superintendent, the Coordinator (Special Needs) is accountable for providing support to schools to ensure that all students with special needs are able to achieve their personalized learning goals.

Specific Responsibilities

1.0 Leadership

Provides advice and assistance for the implementation of provincial and district policy and regulations.

Contributes to Department and District initiatives.

2.0 Program Coordination

Coordinates District Special Classes.

Coordinates and monitors the placement of students in District special classes.

Coordinates support services to schools in:

- High Incidence programs
- Low Incidence programs
- Gifted programs
- Rehabilitation programs

3.0 Information Services

Provides enrollment data for provincial and district reporting requirements.

Provides information on district and school special needs programs

Provides relevant information on educational developments in Special education.

4.0 Staff Development

Coordinates and supports district staff development opportunities in the area of special needs.

5.0 Internal Relationships

Works collaboratively with parents, teachers, administrators, District staff and the District Leadership Team.

6.0 External Relationships

Liaises with Greater Victoria Teachers' Association, Victoria Administrators' Association, Victoria Confederation of Parents, Advisory Councils, local specialists associations, Ministry of Education, post secondary institutions, professional and educational organizations, and others.

7.0 Evaluation

The Coordinator is evaluated by the Assistant Superintendent, School Services on the basis of the position description in accordance with the Exempt Staff Contract Agreement.

Greater Victoria School District

Approved: October 26, 1987

Revised: February 22, 1988

Renamed and Revised: October 28, 1991

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