

## **MIDDLE MANAGEMENT – GENERAL RESPONSIBILITIES AND EXPECTATIONS**

### **Background**

In recognition of the Division's duty to provide quality education, schools and offices will be staffed with personnel of high quality and commitment.

### **Procedures**

#### 1. Education

##### 1.1 Special Education

##### 1.1.1 Special Education Coordinator

- Coordinates and administrates the Division Special Education Program.
- Coordinates contractual positions.
- Data collection and designation submissions to the Regional Coordinator of Special Education.
- Ensures Special Education programming needs are being met in the schools (program reviews).
- Student Assistant Worker allocations and training.
- Provides Special Education consultation, in-service and professional development.
- Responsible for annual update of Division's Special Needs Handbook.

##### 1.1.2 Registered Psychologist

- Assessment of psychological, behavioural and academic referrals.
- Assists in programming and intervention strategies.
- Communicates consultatively with school and Division Special Education personnel on a regular basis.
- Participates in annual Special Education school reviews.
- Assists in networking and communicating with other agencies.

##### 1.1.3 Speech Language Pathologist

- Assessment of speech and language referrals.
- Assists in programming and intervention strategies.

- Communicates consultatively with school and Division Special Education personnel on a regular basis.
- Participates in annual Special Education school reviews.
- Assists in networking and communicating with other agencies.

## 1.2 Student Services

### 1.2.1 Student Services Coordinator

- Provide support for room and board students throughout the Division.
- Provide programs and support for Masinahikana students.
- Approve and monitor distance learning courses.
- Assist schools in developing and delivering Work Study programs.
- Assist schools in developing and delivering career education and lifeskills components to the K-12 curriculum.
- Provide administrative support for the development and delivery of Secondary Alternate and Modified programs.
- Provide support and in-servicing for Student Support Workers.

### 1.2.2 Student Services Counselor

- Provide counseling services to staff, students and parents.
- Assist schools in setting up support programs such as quality schools, restitution, RT and using elders.
- Coordinate library for counseling, lifeskills and career education materials.

## 1.3 Program Consultants

### 1.3.1 First Nations and Métis Education Consultant

- Resource person to teachers in cross-cultural education, Cree and Dene programming, resource materials and adaptation of programs.
- Assists in monitoring the implementation of the Division's Education Equity Plan.
- Project Coordinator of the First Nations/Métis A Time for Significant Leadership Staff Development Program.
- Project coordinator of the First Nations/Métis Language Development Team.

### 1.3.2 Core Curriculum Consultants

- Assists teachers in the piloting and implementation of core curriculum.

- Assists in the development of Division in-service packages supporting curriculum development functions (i.e. piloting, implementation, maintenance and evaluation).
- Provides consultative services in areas of expertise.
- Chairs and coordinates subject specific steering committees.

#### 1.4 Supervisor (Computer Systems Administrator)

- Coordinates networking of Division Office, Sub Office and school computer systems.
- Provides troubleshooting, training and general computer assistance when required.
- Coordinates purchase and maintenance of all computer hardware and software.
- Responsible for annual preventative maintenance plan of all hardware and computer systems Division-wide.

### 2. Business Administration

#### 2.1 Supervisor (Payroll):

- Prepares payroll for all employees of the Division and maintains all records associated with administration of the payroll records.

### 3. Facilities

#### 3.1 Supervisor (Maintenance, East/Central)

- To monitor duties and hours of work for all caretakers.
- Supervision of area maintenance men and the preventative maintenance program for maintaining the mechanical system in a clean and functional state.
- To assist the Superintendent of Facilities with all duties pertaining to the maintenance and repair service to all buildings owned or leased by the Division, to ensure safety standards are met

#### 3.2 Supervisor (Maintenance, West Side)

- To monitor duties and hours of work for all caretakers.
- Control of general preventative maintenance for schools and housing in their area. Plan, develop and prepare a scheduled work program for his/her area.
- To assist the Superintendent of Facilities with all duties pertaining to the maintenance and repair service to all buildings owned or leased by the Division, to ensure safety standards are met