



KENNETH GORDON
MAPLEWOOD
SCHOOL

Available Position
(Posting date: April 5, 2017)

Director of Student Support Services
(Effective September 1, 2017)

This position is to work in coordinating and supporting the delivery of Learning Services to students; including the coordination of professional contract staff; IEP management; the review of psych-ed assessments; student transitions; and, involvement in the admissions process.

The major responsibilities of the position include (but are not limited to):

- Coordinating and overseeing the IEP process;
- Coordination and oversight of contract professional staff (SLP, Psychologist, OT, Psychology Intern, outside consultants, etc.);
- Individual student instructional design and support including parental liaison where appropriate;
- Participation in the admissions process (assessment of psych-eds, school visits, etc.);
- Coordination of the student transitions process (entering and leaving); and,
- Coordination of tutor assignments and liaison between tutors and teachers.

Reporting to the Deputy Head, the ideal candidate will have experience in delivering learning resource support and have advanced qualifications in Special Education.

Salary and benefits shall be determined under the terms of the Collective Agreement. These positions are open to both male and female applicants.