



## Director of Programs and Student Services Administrative Procedure 2.B.235

2.0 Human Resources  
2.B Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

**Professional Reference:**

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**Date Adopted:** March 2025

**Date Amended:**

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Director of Programs and Student Services, reporting directly to the Superintendent, is responsible for leading and coordinating both Student Services and Curriculum departments within the division. This role works closely with school leaders, support staff, and external partners to ensure the effective development, implementation, and evaluation of services and educational programs that benefit students at all levels.

The director will also oversee professional development initiatives, manage data collection and analysis for the division, and supervise a team of clinicians, consultants, and coordinators. Additionally, the role involves human resources management for Educational Assistants and occasional reporting to the Board of Trustees. This position requires availability to work beyond the school year.

### RESPONSIBILITIES AND DUTIES

#### System Leadership

- Manage all aspects of Student Services programming, ensuring equitable access to services and support for all students, consistent with provincial regulations and legal requirements.
- Provide strategic leadership to enhance Curriculum and Instruction in keeping with division priorities.

- Lead the development and implementation of curriculum initiatives that foster innovation and inclusion, ensuring equitable access for all students.
- Support school leaders/teams with division procedures re: Student Services; Curriculum; Instruction.
- Collaborate with school leaders to monitor the fidelity of curriculum implementation, assess gaps in achievement and provide actionable recommendations for improvement.
- Participate in School Board meetings as required providing updates on initiatives.
- Develop, implement and lead a Clinical Services model and Unified Referral & Intake System (URIS)
- Lead and coordinate divisional risk and threat assessment procedures to support the safety and well-being of students and staff.

### Professional Development and Staff Support

- Oversee the development, coordination, and implementation of a comprehensive PD plan for the division, commensurate with strategic goals/student achievement priorities.
- Coordinate workshops, conferences and PD sessions that integrate evidence-based practices and data analysis across the division.
- Support school leaders and staff in the application of new learning from PD sessions, providing resources, follow-up support and coaching to ensure the successful implementation of new strategies.
- Monitor and evaluate the effectiveness of PD programs through data collection, feedback and assessments of teaching and learning outcomes, adjusting as necessary to meet the evolving needs of the division.
- Foster a culture of continuous professional learning and collaboration among staff.

### Data Management and Analysis

- Support the development of data-informed strategies to improve outcomes for all students.
- Collect, analyze and synthesize data on curriculum implementation, student progress and program effectiveness, providing regular reports to the superintendent and sharing principals.
- Leave the creation of regular reports for department, board and government purposes, providing accurate and comprehensive updates on division-wide initiatives.
- Ensure the accurate reporting and documentation of all curriculum-related data to meet provincial and divisional requirements, using data to inform instructional planning to improve student outcomes.

### Human Resources Responsibilities

- Supervise and evaluate Clinicians, Consultants, and Coordinators.
- Support the Superintendent with the recruitment and selection process for Teachers.

- Manage the recruitment, selection, and PD of/for EAs and other support staff within Student Services.
- Provide support to principals on the supervision and evaluation of EAs.

#### Board and Administrative Reporting

- Provide periodic updates and reports to the Board of Trustees on the status of programs, student outcomes, and other key initiatives.
- Develop and present reports that track program success, budget adherence, and compliance with divisional goals.
- Work closely with the Superintendent's office to identify and address emerging issues and opportunities related to programs and student services.

#### Miscellaneous

- Attend regional and provincial meetings as required.
- Perform any other duties as assigned by the Superintendent, as the role evolves to meet division needs.

#### EMPLOYMENT REQUIREMENTS

- Manitoba Teaching Certification (or eligibility for certification in Manitoba).
- Minimum 5 years of exemplary teaching experience at the classroom level
- Minimum of 5 years of exemplary teaching experience in Student Services at the school level.
- Special Education/Special Education Coordinator Certificate.
- Master's degree in Education.

#### SKILLS AND QUALIFICATIONS

- Extensive knowledge and experience in K-12 Student Services.
- Proven ability to lead and implement curriculum initiatives in numeracy, literacy, and other subject areas; strong knowledge of and experience with structured literacy initiatives and tier 3 reading intervention.
- Strong understanding of Response to Intervention (RTI) service delivery model.
- Proficient in data management, analysis, and reporting to inform division-wide strategies and decision-making.
- Experience mentoring and leading a team, including clinicians, consultants, and coordinators.
- Expertise in the use of data to track student progress and program effectiveness, and the ability to interpret and report on educational data.
- Ability to work with boards, committees, and external agencies.
- Strong leadership, time-management, organizational, and interpersonal skills.

- Excellent communication and public relations skills.
- Knowledge and experience in fiscal management.

## PERSONAL ATTRIBUTES

- **Leadership and Vision:** Ability to inspire, lead, and guide teams towards achieving the division's goals. Strong vision for student success and program development.
- **Empathy and Compassion:** A deep understanding of and care for the needs of students, particularly those requiring special services, and the ability to foster an inclusive, supportive environment.
- **Problem-Solving Skills:** Strong ability to identify issues, analyze situations, and develop creative, effective solutions to challenges in student services, curriculum implementation, and staff support.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to engage with diverse groups including staff, students, parents, the community, and the Board of Trustees. Ability to present data and complex ideas clearly.
- **Collaboration and Teamwork:** Strong interpersonal skills to work collaboratively with various stakeholders, including educators, support staff, administrators, and external partners.
- **Organizational Skills:** Exceptional time-management, multitasking, and prioritization skills to manage multiple responsibilities, deadlines, and initiatives.
- **Adaptability and Flexibility:** Ability to adapt to changing educational trends, student needs, and organizational priorities, while remaining flexible in a fast-paced and dynamic environment.
- **Decision-Making and Accountability:** Demonstrated ability to make sound decisions based on data, best practices, and feedback, while holding oneself and others accountable for results.
- **Commitment to Lifelong Learning:** Strong dedication to personal and professional growth, continuously seeking to improve practices and stay current with educational research, trends, and policies.
- **Integrity and Ethical Standards:** High standards of professionalism, confidentiality, and ethical conduct, particularly in managing sensitive student and staff information.
- **Resilience:** Ability to manage stress, remain composed under pressure, and effectively handle difficult situations with empathy and emotional awareness.