



## ***Associate Superintendent of Learning Services***

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The Associate Superintendent specifically assumes responsibility and leadership in all matters related to providing for the educational needs of children and students with special needs:

- Facilitate communication between the school jurisdiction and Special Programs Branch, Alberta Education.
- Recommend policy and procedure development as appropriate.
- Provide support and resources in order to ensure the conditions that will allow for the successful inclusion of students in age-appropriate general education classrooms in their neighborhood school.
- Communicate and collaborate regularly with building-level student services facilitators, learning assistant teachers and principals.
- Responsibly allocate resources (evaluate and respond to needs)
- Ensure that Alberta Education special and inclusive education policies are being followed
- Demonstrate inclusive values through leadership and administrative activities.
- Provide for appropriate and adequate identification and assessment protocols.
- Monitor the assignment of Alberta Education codes based on individual standardized assessment.
- Provide for the recruitment, placement and supervision of professional staff for Learning Services positions.
- Ensure individual program plans for identified students are developed and implemented.
- Ensure the provision of appropriate programming and the accountability for achievement of identified learning outcomes.
- Provide required documentation on identified students with special needs, as required, to Alberta Education, Special Programs Branch.
- Act as the division consultant approving accommodation and exemption requests for provincial achievement tests.
- Assist school administrators, as requested, in submission of applications for students with special diploma examination writing needs.
- Ensure applicable grant applications are completed as necessary.
- Assist in decisions regarding placement, both inside and outside the division, for students with special needs.
- Provide information and opportunity for exposure to resources in special education recommended by Special Programs Branch.
- Coordinate and assist with the field testing, in servicing and implementation of Alberta Education curriculum as it relates to students with special needs.

- Provide for ongoing professional development and in-service for Student Services professional and learning assistant staff.
- Provide for the recruitment, supervision and evaluation of Student Services learning assistant staff in collaboration with school administrators and consulting teachers.
- Consult with the Transportation Supervisor and parents regarding the busing or alternate transportation needs of students with special needs.
- Develop and monitor the budget for Learning Services.
- On a regular basis, review and update the Learning Services Handbook.
- Enter into contractual arrangements with agencies and/or individuals to provide assessment, consultation or professional development in the provision of Learning Services programs.
- Provide leadership in cross-ministerial collaboration targeting the provision of a coordinated service delivery model to students with a range of student health and learning needs, including:
  - Alberta Children and Youth Initiatives, specifically the Student Health Partnerships;
  - Other applicable interagency partnerships.