

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## ADMINISTRATIVE PROCEDURES SERIES 300 - ADMINISTRATION

**AP 301 SENIOR ADMINISTRATIVE PERSONNEL**

**AP 301.1 Senior Management and District Organization**

**AP 301.1.10 DISTRICT PRINCIPAL – Student Support Services**

**1. Immediate Supervisor:**  
Director of Instruction

**2. Core Responsibilities**

The District Principal – Student Support Services, provides support to the Superintendent and Director of Instruction in carrying out Board of Education objectives, administering its policies, and providing leadership in educational administration and instructional practice in the district, to improve student achievement. In that regard, the District Principal (Student Support Services) has authority to provide leadership, support and direction in the area of Special Education and Early Learning.

**3. Details of Responsibilities**

- 3.01 Participates as a member of the District Management Committee and District Office Education committee
- 3.02 Provides leadership and support for the District Achievement Contract and the District Education Plan
- 3.03 Supervises and evaluates district specialist support staff and programs
- 3.04 Supervises and evaluates the coordinator responsible for Early Learning
- 3.05 Establishes and maintains effective ways of identifying and assessing students with special needs for consistency throughout the district
- 3.06 Determines, plans and organizes services and programs in the district to meet students' special needs
- 3.07 Identifies the fiscal and human resources to provide appropriate services to special needs students and facilitating the equitable allocation of these resources
- 3.08 Provides technical advice and assistance to assist school based principals, vice principals and teachers in meeting their obligations to special needs students
- 3.09 Provides advice and assistance in the development of district policies and procedures related to students with special needs
- 3.10 Maintains information systems necessary for planning and reporting data on students related to students with special needs
- 3.11 Makes presentations to School Board, principals, teachers, support workers, parents and community
- 3.12 Coordination of Critical Incidents Plan
- 3.13 Establishes a liaison with preschool and post secondary service providers in the

- community providing programs for students with special needs
- 3.14 Participates in community level planning with other agencies and ministries in setting service priorities
- 3.15 Liaison with the Ministry of Education re: Special Education
- 3.16 District Health Committee Member
- 3.17 Monitors program quality for students with special needs
- 3.18 Plans and coordinates staff development programs for personnel working with students who have special needs
- 3.19 Mentors resource staff
- 3.20 Provides assistance in establishing school based service levels in special education
- 3.21 School based service delivery models: sharing "Best Practices"
- 3.22 Monitors and evaluates the referral process
- 3.23 Monitors assessments and reviewing itinerant specialists' reports
- 3.24 Supports and monitors of the district low incidence team
- 3.25 District Partner: SET BC, Support for: District Partner for Provincial Resource program for Autism, Provincial Integrated Support Program
- 3.26 Provides leadership and support in the transition into Kindergarten
- 3.27 Monitors Ministry of Education Early Learning Programs
- 3.28 Assists schools in developing Early Learning Programs
- 3.29 Coordinates early learning service delivery in partnership with Strategic Plan for Early Learning (Sea to Sky)
- 3.30 Establishes personal professional learning goals to be reviewed annually with the Superintendent of Schools
- 2.31 Other duties as assigned by the Superintendent of Schools or designate

**4. Special Tasks include:**

- 4.01 Special Education
- 4.02 Early Learning
- 4.03 Community Literacy
- 4.04 Aspects of the District Achievement Contract
- 4.05 The District Educational Plan
- 4.06 District/Community Literacy Plan
- 4.07 Staff Supervision and Evaluation
- 4.08 Special Projects e.g. Ministry of Children and Families, Communities That Care
- 4.09 Implementation of BCeSIS Special Education Module