



## **JOB DESCRIPTION**

### **DISTRICT PRINCIPAL OF LEARNER SUPPORT**

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The District Principal shall be responsible to the Superintendent and the Assistant Superintendent, with responsibility for coordinating and providing support to schools to assist with the provision of special services for students within the limits of available resources. Areas of responsibility include:

#### **Learner Support Centre, Administration**

- Supervision of itinerant specialists, Speech Language Pathologist, Elementary Counsellor, and the School Psychologist, Social Emotional Helping Teacher.

#### **Special Education Programs**

- Coordinate and verify district data collection for all categories of special education;
- Collaborate with School Psychologist regarding assessment, diagnoses, and appropriate program development;
- Ensure availability and development of relevant in-service for people working with children with special needs;
- Consult with teachers, administrators, and parents regarding student learning and emotional problems and special education programs.

#### **Behaviour**

- Co-ordinate planning for CPI Non-Violent Crisis Intervention Training.

#### **Interagency Liaison**

- Coordinate Case Management planning;
- Work closely with other agencies to meet the special needs of children.

#### **Personnel Practice**

- Allocate equitable levels of special education teacher and education assistant support to schools within available funding limits
- Interview education assistant candidates;
- Participate in hiring process for district itinerant staff.

#### **Other Responsibilities**

- Carry out other duties as assigned by the Superintendent or Assistant Superintendent;
- Participate in relevant professional development to ensure that district initiatives in the above areas are consistent with current best practice and ministry guidelines.

## **Additions to Special Education programs**

- Determine the eligibility of students in Ministry of Education categories based on documentation including assessment, Instructional Support Planning Process and Individual Education Plan and add students who qualify to MyEd BC.
- Coordinate services from Provincial Outreach Programs:
  - Auditory Outreach
  - Inclusion Outreach
  - Provincial Outreach Program for Autism and Related Disorders (POPARD)
  - Provincial Outreach Program for Fetal Alcohol Spectrum Disorder ( POPFASD)
  - Provincial Resource Centre for the Visually Impaired (PRVI)
  - Special Education Technology British Columbia (SET-BC)
  - Provincial Outreach Program for Students with Deafblindness (POPDB)
  - Provincial Outreach Program for Early Years (POPEY)
- Coordinate contract services for students with low vision
- Coordinate contract services for students who are deaf or hard of hearing
- Oversee purchasing of specialized equipment for students with physical disabilities
- Attend provincial meetings regarding creation and implementation of policies and programs pertaining to the education of students with special needs

## **Other Programs:**

- Monitor assessment results, instructional program and progress of students who require ELL services
- Coordinate Hospital Homebound support
- Coordinate Occupational and Physiotherapy
- Work with Supported Child Development Consultants on the transition of students from preschool to school
- Monitor and evaluate referral process and update forms and procedures as necessary
- Coordinate Critical Incident Response and Threat Assessment programs
- Monitor the progress of children in care and students who have Youth Agreements with MCFD

## **Personnel Practice**

- Provide Superintendent with recommendations for SEA allocations to schools based on formula and individual needs of students

Amended: March 12, 2019