



Policy 6.11

Category: Charter School Operations

Role of the Director of Student Services

BACKGROUND

School boards should make support services available to all students as an integral part of school programs and services.

Support services assist students in developing habits and attitudes to support personal growth, educational/academic goals, and post secondary career direction. Of particular importance is support for and achievement of:

“CAPE provides a welcoming, caring, respectful and safe learning environment for each learner. The learning environment is purposely designed to support student engagement, the pursuit of personal best, capacity, and citizenship.

Parents choose CAPE with the expectation that its environment is understanding, knowledgeable, and responsive to the needs of their children. Parents learn about their children as they develop and the school supports the acquisition of knowledge so that parents may support their children effectively.”

CAPE charter

The CAPE charter also describes its personalized as a research-based, data-driven, purposeful, collaborative, and cyclical process through which each student’s personalized program is developed, implemented, monitored, and re-evaluated to maximize the achievement of personal goals through the acquisition of knowledge, skills, and attitudes.

CAPE charter

POLICY STATEMENT

1. The CAPE Charter Board supports the provision of support services for all students and children at CAPE as one means of achieving the CAPE charter goals. Therefore, the CAPE Charter Board recognizes and supports the role of the Director of Student Services as key to achieving the CAPE charter goals.

DEFINITIONS

2. **Director of Student Services** - the individual responsible for appropriate programs and services for individual students. This person also shares relevant

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- information with staff regarding best practices in special education, instructional issues, applies principles of logical, critical, creative or scientific thinking to define problems, acts as a resource for administration, teachers and support staff.
3. **Inclusive Education** - an attitude and approach that embraces diversity and learner differences and promotes equal opportunities for all learners in Alberta. Alberta's education system is built on a values-based approach to accepting responsibility for all children and students.

GUIDELINES

4. The Director of Student Services shall provide the CAPE Charter Board with a valid Alberta Teaching Certificate, an Alberta Education Teacher Certification Services statement (TQS), letters of experience from previous employers, a clean Police Information Check Certificate, including a clean Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check as per Policy 6.1 and comply fully with Policy 6.1.
5. The Director of Student Services shall be familiar with the CAPE Policy Manual and the Administrative Procedures & Forms Manual, the CAPE charter, the Staff Handbook, the CAPE Code of Professional Conduct Teachers, the ATA Code of Conduct and all other relevant CAPE documents, and adhere to them.
6. The Director of Student Services shall be familiar with the *School Act*, Alberta Education Policies and Regulations, and any other document pertaining to the provision of education to children/students, including those with special needs, and shall adhere to them.
7. The Director of Student Services shall be familiar with the various curricula and Programs of Studies, and adhere to them in the development of long-range and short-term plans.
8. The Director of Student Services shall be familiar with the various documents pertaining to student support services.
9. The Director of Student Services recognizes and accepts the Principal as the instructional and school based administrative leader at CAPE.
10. The Director of Student Services recognizes and accepts the Charter Board as the entity that provides overall policy direction and leadership for the school.

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11. The Director of Student Services recognizes and accepts the Superintendent as the Chief Executive Officer of the CAPE Board and Chief Education Officer of the Jurisdiction, and as such responsible for the total operation of the CAPE school.
12. The Director of Student Services recognizes and accepts the Principal as the instructional and school-based administrative leader at CAPE.
13. The Director of Student Services actively engages in professional development initiatives.
14. The Director of Student Services maintains professional relationships with staff, students, parents and other affiliated individuals, groups or organizations.

Specific Areas of Responsibility

Director of Student Services/Alberta Education

15. Addresses any Alberta Education requests in a timely and effective manner.
16. Attends information meetings on matters of Inclusive Education and student services.
17. Establishes and maintains a positive professional working relationship with Alberta Education.

Director of Student Services/CAPE Charter Board Relations

18. Provides input in the development of CAPE Charter Board policies, practices and procedures when requested to do so.
19. Adheres to any and all Board directives.
20. Establishes and maintains a positive professional working relationship with the CAPE Charter Board.

Director of Student Services/Superintendent Relations

21. Establishes and maintains a positive professional working relationship with the Superintendent.
22. Attends meetings called by the Superintendent.
23. Serves as a resource person to the Superintendent and provides the Superintendent with accurate, objective information regarding Inclusive Education and student services, assessments, referrals, student progress, and student academic and personal needs.
24. Develops and maintains an open, effective communication system with the Superintendent.

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Director of Student Services/Secretary-Treasurer Relations

- 25. Establishes and maintains a positive professional working relationship with the Secretary-Treasurer.
- 26. Provides any requested forms, information, certificates, and other items to the Secretary-Treasurer by stated deadlines.
- 27. Develops and maintains an open, effective communication system with the Secretary-Treasurer.

Director of Student Services/Principal Relations

- 28. Establishes and maintains a positive professional working relationship with the Principal.
- 29. Attends staff meetings and other meetings called by the Principal.
- 30. Serves as a resource person to the Principal and provide the Principal with accurate objective information regarding Inclusive education and student services, assessments, referrals, student progress, and student academic and personal needs.
- 31. Develops and maintains an open, effective communication system with the Principal and other administrators, and with external agencies.
- 32. Takes a stand on issues such as student issues, but remains open and receptive to other views.

Director of Student Services/Student Relations

- 33. Establishes and maintains a positive professional working relationship with the student.
- 34. Develops and maintains an open, effective communication system with the student.
- 35. Ensures timely and effective response to student personal needs.
- 36. Ensures timely and effective response to student academic needs.
- 37. Ensures timely and effective response to teacher referrals/concerns.
- 38. Ensures timely and effective administration of assessments tools.
- 39. Supports teachers in the development of individualized program plans, in the understanding and application of the principles embedded within Alberta Education's inclusive education and in the planning and teaching as described in the CAPE charter and Policy 1.02.
- 40. Develops and maintains an open, effective communication with parents/guardians while respecting FOIP protocols.

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- 41. Ensures appropriate and effective student placement.
- 42. Ensures accurate and secure record-keeping.

Policy/Procedures

- 43. Provides input in the development of CAPE Charter Board Inclusive Education and student services, practices, and procedures upon request.

Fiscal Management

- 44. Establishes and maintains a close working relationship with the CAPE Secretary-Treasurer.
- 45. Demonstrates fiscally responsible management of resources.
- 46. Tracks and documents all debits and credits associated with CAPE's personalized program.

Leadership

- 47. Provides leadership in all matters pertaining to Inclusive Education and student services, assessments, referrals, student progress, and student academic and personal needs.
- 48. Ensures that CAPE's practices are consistent with Alberta Education Action on Inclusion/Inclusive Education directives.
- 49. Ensures that CAPE's practices are consistent with the charter and the personalized program.
- 50. Ensures that students in the charter school have the opportunity to meet the standards of education set by the Minister.
- 51. Provides leadership within the school and in the classroom that promote the achievement of educational goals established for the school.
- 52. Provides leadership within the school and in the classroom that promotes a high standard of education through ongoing supervision and evaluation of curricular and co-curricular programs.
- 53. Supervises the development of student/class (and school) profiles and the assessment of students achievement.
- 54. Participates in the establishment of standards and procedures for Inclusive Education and ensures that these are followed.

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Yearly Planning

- 55. Supervises the development of student/class profiles and the assessment of students to determine the student's level of achievement.
- 56. Is responsible for all aspects of CAPE's standardized testing program.

Community

- 57. Promotes a positive attitude on the part of parents and the community towards the School and its program.
- 58. Establishes and maintains a close working relationship with the community and its agencies.

Other

- 59. Complies with other duties and obligations assigned by the Principal, Superintendent, Secretary-Treasurer, and/or the CAPE Charter Board.

References:

Guide to Education

School Act

CAPE charter

Teaching Quality Standard

Certification of Teachers Regulation

Practice Review of Teachers Regulation

CAPE Code of Professional Conduct for Certificated Staff

Adopted: September 30, 2008

Revised: September 28, 2011

Revised: August 27, 2013

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Motion: #2011-09-28-4

Motion: #2013-8-27-23