



Policy 3.05

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.
 4. **Special education** - the education of children who differ socially, mentally, or physically from the average to such an extent that they require modifications of usual school practices.

GUIDELINES

5. The Director of Student Services shall be familiar with the CAPE Policy Manual and the Administrative Procedures, the CAPE charter, the Staff Handbook, the CAPE Certificated Staff Code of Professional Conduct, 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 *Education Act*, Alberta Education Policies and Regulations, and any other document pertaining to the provision of education to children/students, in particular to those with special needs, and with the various documents pertaining to student support services, and shall adhere to them.
7. The Director of Student Services shall possess at the very minimum a rudimentary knowledge and understand of the Program of Studies and the various curricula.
8. The Director of Student Services recognizes and accepts the Charter Board as the entity that provides overall policy direction and leadership for the school.
9. 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.
10. The Director of Student Services recognizes and accepts the Principal as the instructional and school based administrative leader at CAPE.
11. The Director of Student Services actively engages in professional development initiatives.
12. The Director of Student Services must adhere to FOIP requirements at all times and is respectful of the privacy of all CAPE stakeholders.

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13. The Director of Student Services establishes and maintains a positive professional working relationship and an open, effective communication system with the CAPE Board of Directors, the Superintendent, the Secretary-Treasurer, all administrators, staff, students, parents, community and other affiliated individuals, groups or organizations.
14. The Director of Student Services attend meetings called by the Superintendent, the Principal, the Secretary-Treasurer, other administrators, as well as community agencies and submits written reports and/or information to them upon request.
15. The Director of Student Services serves as a resource person on matters of inclusive education, special education, assessments, individual student program development to the teacher and to administration as well as parents.
16. The Director of Student Services promotes a positive attitude on the part of parents and the community towards the school and its programs.

References:

Guide to Education

Education Act

CAPE charter

Teaching Quality Standard

Certification of Teachers Regulation

Practice Review of Teachers Regulation

CAPE Certificated Staff Code of Professional Conduct

Adopted: September 30, 2008

Motion: #2008-09-30-16

Revised: September 28, 2011

Motion: #2011-09-28-4

Revised: August 27, 2013

Motion: #2013-8-27-23

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Motion: #2022-03-30-11