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Category: Charter School Operations

Director of Student Services Role and Responsibilities

BACKGROUND & RATIONALE

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

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

PROCEDURE

5. The Director of Student Services provides input in the development of CAPE Charter Board Inclusive Education and student services, practices, and procedures upon request, adheres to any and all Board directives, and establishes and maintains a positive professional working relationship with the CAPE Charter Board.
6. The Director of Student Services ensures that CAPE's practices are consistent with Alberta Education Action on Inclusion/Inclusive Education directives and ensures that CAPE's practices are consistent with the charter and the personalized program, addresses any Alberta Education requests in a timely and effective manner, attends information meetings on matters of Inclusive and/or Special Education and student services.

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7. The Director of Student Services participates in the establishment of standards and procedures for Inclusive Education and ensures that these are followed.
8. The Director of Student Services attends to the purchase of required assessment materials that fall within approved budgets, signs any Department of Education documents relating to Special Education, and supervises the work of students in the counselling, mental health, and related fields.
9. The Director of Student Services supervises the development of student/class profiles and the assessment of students to determine the student's level of achievement and is responsible for all aspects of CAPE's standardized testing program.
10. The Director of Student Services 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 Special Education and in the planning and teaching as described in the CAPE charter and CAPE Policy.
11. The Director of Student Services establishes and maintains positive professional working relationships with Alberta Education, local jurisdictions, local student support services, counsellors, CAPE administration, staff, students and parents.
12. The Director of Student Services provides leadership in all matters pertaining to Inclusive Education and Special education, student services, assessments, referrals, student progress, and student academic and personal needs.
10. The Director of Student Services serves as a resource person to the Superintendent and Principal and provides accurate objective information regarding Inclusive Education/Special Education and student services, assessments, referrals, student progress, and student academic and personal needs.
11. The Director of Student Services ensures appropriate and effective student placement.
12. The Director of Student Services ensures accurate and secure record-keeping.
13. The Director of Student Services ensures timely and effective response to student personal and academic needs and to teacher referrals and concerns.
14. Establishes and maintains a close working relationship with the CAPE Secretary-Treasurer, demonstrates fiscally responsible management of resources, tracks and documents all debits and credits associated with CAPE's personalized program.
15. Complies with other duties and obligations assigned by the Superintendent, Secretary-Treasurer, the Principal, and/or the CAPE Charter Board.

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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 2022