

## Anglophone North School District

Anglophone North School District invites applications for the following position:

### **DIRECTOR OF EDUCATION SUPPORT SERVICES OFFICE OF SUPERINTENDENT, MIRAMICHI, NEW BRUNSWICK**

#### **Description and Responsibilities:**

The Director of Education Support Services position is part of the senior management team for each school district. The primary role of this position is to provide the leadership, expertise, and knowledge to coordinate programs and services that support inclusive education in the schools and classrooms of the district. This encompasses the development and monitoring of policies, the coordination, monitoring and supervision of program and employees; the preparation of reports regarding established program and service standards; liaison with EECD and other government departments that provide support to students and families; communication with principals/teachers on policies and issues regarding the support of children with diverse needs; the development of effective training programs for all staff to support quality, inclusive education. This position will provide support for school district operations in the development, implementation, and support of the District Education Plan.

#### **Organizational Relationships:**

This position reports directly to the Superintendent of Schools.

Positions reporting to this incumbent:

- Education Support Services Coordinators
- Guidance/PLWEP Coordinators
- Psychologists, Social Workers, Speech Language Pathologists, Behavior Intervention Mentors
- Education C&Y members

#### **Major Duties and Responsibilities:**

- 1) Organize and oversee all programs and services that would be included under the Education Support Services portfolio and as described in Provincial legislation under Policy 322 and other regulations through the establishment of roles and responsibilities, individual work plans and District Improvement Plans for ESS.
- 2) Review, develop, organize, and implement long-term staff training programs through ongoing evaluation of present staff qualifications and performance as it relates to District needs.
- 3) Prepare reports and analysis of local, provincial, national, and other data for the purpose of recommending strategies and programs that support inclusive education in School Improvement Plans, Positive Learning and Working Environment Plan.
- 4) Support School Principals and monitor the staff performance of EST that are placed in schools through the established collaboration and consultation process.
- 5) Inform, provide advice, and in complex issues partner with Director of Schools, support principals regarding matters relating to effective implementation of programs and services that support a quality, inclusive education environment in schools.
- 6) Manages, administer, and effectively dispense resources related to Education Support Services.
- 7) Oversee staffing allocations for school-based employees and resources that are supported through the Education Support Services Budget through consultation with school principals and other senior management directors.
- 8) Advise the Superintendent on critical needs on an on-going basis.
- 9) Liaise and partner with external government departments and agencies that provide support to students with diverse needs and oversee programs and services that they provide. Steer the development of applications for Provincial Care Plans and team with Directors from other intergovernmental departments to oversee the effective implementation of Integrated Service Delivery Model in New Brunswick. Partner with EECD in producing direct results in the district as it pertains to EECD work plan items.
- 10) Oversee interventions and participate in meetings, mediation, appeals, which may include investigations by the Child & Youth Advocate, and other activities that support the effective and efficient delivery of district programs and services.

- 11) Communicate and collaborate with parents, community groups and other agencies that require information or direction regarding issues and events in public education.
- 12) Ensure that provincial, departmental and district policy and regulations regarding the implementation of inclusionary education practice are being followed in the schools and classrooms in a consistent and effective manner through continual monitoring, consultation and communication with employees and the public.

**Qualifications and Experience:**

The successful candidate will possess a master's degree; with a major in Exceptionalities, Inclusive Education or Special Education and/or Counselling. A minimum of eight (8) years of experience in teaching in the public school system and/or in progressive leadership roles around inclusionary education. An equivalent combination of training and experience may be considered. Leadership experience is considered an asset as is a willingness to work in dynamic work environment.

**Salary:** Pay Band 9 (\$116,532 - \$128,258 annually) as per Part II of the Public Service Management Non-Union Pay Plan.

**Application:** Applications are to be received by 4:30 p.m. on **Wednesday, May 2, 2024.**

Please submit your application online through our ApplyToEducation website at <https://asdn.simplication.com> and upload the following documents: cover letter, resume, a copy of post-secondary transcripts (if applicable), and the name and contact information of two references. Incomplete applications will not be considered.

*If you have any technical difficulties with the application process, the helpdesk number is 1-877-900-5627 (ApplyToEducation) or email [info@simplication.com](mailto:info@simplication.com). If you experience issues creating an ApplyToEducation account, need to be made an internal employee to see the positions, or have forgotten your password, please email [ASDN.Jobs@nbed.nb.ca](mailto:ASDN.Jobs@nbed.nb.ca) or contact Marianne Calhoun, Human Resources Officer @ (506) 684-7632.*

Applications can also be e-mailed, quoting the position title in the e-mail subject line, to [ASDN.Jobs@nbed.nb.ca](mailto:ASDN.Jobs@nbed.nb.ca).

Applicants must clearly demonstrate the essential qualifications to be given further consideration. Subject to the response of this competition, education and/or experience requirements may be changed. Thank you in advance for applying. Only those selected for an interview will be contacted.

We are an Equal Opportunity Employer and promote a scent-free environment.