



## **STRATHCONA-TWEEDSMUIR SCHOOL**

**Position:** Director of Student Services  
**Reports to:** Deputy Head of School  
**Position Group:** Faculty  
**Status:** 1.0 FTE

Strathcona-Tweedsmuir School's Director of Student Services will lead a thriving team consisting of a School Counsellor, Psychologists, Learning Strategists, and a University Counsellor.

The Director of Student Services position will include a counsellor and/or psychologist component to support the social, emotional and well-being needs of a vibrant and diverse Kindergarten to Grade 12 student body.

### **Director of Student Services:**

- Lead, manage and coordinate Student Services team members;
- Develop and manage Student Services budget;
- Ensure compliance with Alberta Education's and other regulatory bodies' regulations regarding student records and accommodations;
- Coordinate with outside agencies with regards to student services;
- Liaise with the Academic Leadership Team regarding department matters;
- Ensure and keep current with best practices within the Student Services department;
- Develop annual goals with the Deputy Head and the Academic Leadership Team;
- Use school-based data to proactively design and implement strategies, social supports and behavioural interventions;
- Develop, oversee and ensure appropriate programs to support positive relationships among students through student-centred programs (e.g. anti-bullying programs, mental health, Diversity Week, Pink Shirt day, etc.) for Kindergarten to Grade 12.

### **School Counsellor and/or School Psychologist Component:**

- Counsel students on emotional, social, academic and family issues including mental health risk assessments and crisis intervention for students in Kindergarten to Grade 12;
- Collaborate with the Student Services Department to continue to develop an innovative health and wellness program that informs, educates, and supports student emotional health and well-being;
- Work with faculty to implement and improve universal supports for student well-being;
- Communicate when appropriate with faculty and parents to support student well-being;
- Proactively identify areas of concerns for students and develop strategies to improve student well-being;
- Develop an inviting and safe counseling space for all students;
- Communicate regularly and effectively with Principals to best support students;
- Ensure compliance with Alberta Education's regulations and with professional counseling standards;
- Other duties as assigned by the Deputy Head or Head of School.