



"Accepting the Challenge"

Personnel Committee Minutes

Monday, April 9, 2012 – 12:00 noon
Board Room, Administration Office

Present: L. Ross (Chairperson) D. Karnes, J. Murray (Alternate)
Dr. Michaels, K. Zabowski, B. Switzer

Regrets: G. Kruck

1. CALL TO ORDER

Trustee Ross, Chairperson, called the meeting to order at 12:00 noon.

2. APPROVAL OF AGENDA

Two In-Camera items were requested. The agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Committee minutes of February 27, 2012 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Establishment of a School Administrator Selection Committee

The need to establish a School Administrator Selection Committee to address the vacant positions which may arise for the 2012-2013 school year was discussed. Trustees Murray and Ross expressed an interest in sitting on this Committee. It was agreed a late motion would be taken to the Board Meeting to be held on April 9, 2012 to establish the Committee.

Recommendation:

That a School Administrator Selection Committee, as per Policy/Procedures 5002, be established and further Trustees _____, _____ and _____ be appointed to the Committee and that the Committee remain in effect until all administrator vacancies which may arise for the 2012/2013 school year have been filled.

B) Request from CUPE regarding Pension Plan

The request from CUPE regarding their Pension Plan was referred to the Committee from the Regular Board meeting held February 27, 2012. The Committee discussed the matter in detail, noting the previous Secretary-Treasurer had received notice from CUPE regarding the establishment of a Committee to review the matter. It was noted the matter had been discussed several years ago and Senior Administration was directed to review past Collective Agreements regarding this item. The Personnel Committee agreed to establish a Joint Committee with CUPE to review the matter.

Recommendation:

That a Committee be jointly established with CUPE Local 737 to review the current support staff Pension Plan and that Trustees _____, _____, and _____ be appointed to the Committee.

C) Policy Review – Relating to 2012-2013 Budget

The Committee reviewed three proposed policies for new job descriptions which were approved in the 2012-2013 budget.

Policy 6037 – “Communications and Technology Specialist Position Description” (Appendix “A”). Secretary-Treasurer, Mr. Zabowski, provided an overview regarding the pay band. Discussions were held regarding educational requirements, salary, and review of the position after one year. It was noted the position would be posted in both the Winnipeg Free Press and the Brandon Sun. It was agreed the policy would be recommended to the Board for approval.

Policy 6038 – “Research and Evaluation Services Specialist Position Description” (Appendix “B”). The position description was reviewed. It was agreed the policy would be recommended to the Board for approval.

Policy 6039 – “Aboriginal Education Learning Specialist” (Appendix “C”). The position description was reviewed. It was agreed the policy would be recommended to the Board for approval.

Recommendation:

That Policy 6037 – “Communications and Technology Specialist Position Description” is hereby approved.

That Policy 6038 – “Research and Evaluation Services Specialist Position Description” is hereby approved.

That Policy 6039 – “Aboriginal Education Learning Specialist” is hereby approved.

D) Workplace Violence Prevention Policy and Procedures

The Director of Human Resources presented the draft Workplace Violence Prevention Policy and Procedures (Appendix “D”). It was agreed the policy and procedures would be recommended to the Board for approval.

Recommendation:

That Policy and Procedures _____ - “Workplace Violence Prevention” is hereby approved.

E) Policy Review

The Committee reviewed Policy 5022 – “Absence Caused by Inclement Weather” and agreed to reaffirm same.

The Committee reviewed Policy 6006 – “Administrator of Student Support Services” (Appendix “E”). As this position no longer exists, it was agreed to rescind same.

The Committee also reviewed Policy 6019 – “Role of the Teacher” (Appendix “F”). It was agreed that this policy would be rescinded.

Recommendation:

That Policy 5022 – “Absence Caused by Inclement Weather” is hereby reaffirmed.

That the following policies are hereby rescinded:

- Policy 6006 – “Administrator of Student Support Services”;
- Policy 6019 – “Role of the Teacher”.

6. OPERATIONS INFORMATION

- Secretary-Treasurer, Mr. Zabowski, noted Mr. Darren Hardy had been seconded by the Brandon Teacher's Association, full-time, for the 2012-2013 school year. He confirmed a Letter of Understanding requesting extension of the President's secondment from a one-half time position, under Article 17.02 of the Collective Agreement, to a full time position for the 2010-2011 and the 2011-2012 school year had been executed. Mr. Zabowski was directed to review the motion and documentation which had been presented at that time and bring the matter forward to the next Committee Meeting.

- Director of Human Resources, Ms. Switzer, discussed the current Joint Job Evaluation timelines and other workload issues currently causing delays in meeting these timelines. She inquired about the possibility of hiring a Consultant to assist in this area. Discussions were held regarding reviewing the matter with CUPE; the cost of hiring a consultant; and the possibility of hiring additional staff in the Human Resources Department. It was agreed a meeting would be arranged with the appropriate CUPE personnel to discuss the matter. The Secretary-Treasurer was also directed to provide a costing for a consultant for the next meeting.

In-Camera Discussions:

An Out-of-Scope Support Staff item was discussed and direction provided to the Secretary-Treasurer.

7. NEXT REGULAR COMMITTEE MEETING: 12:00 noon, Monday, April 23, 2012, Administration Office – Board Room.

The meeting adjourned at 1:09 p.m.

Respectfully submitted,

L. Ross, Chairperson

G. Kruck

D. Karnes

J. Murray (Alternate)



BRANDON SCHOOL DIVISION POLICY

Appendix A

POLICY 6037

COMMUNICATIONS AND TECHNOLOGY SPECIALIST

Adopted:

REPORTS TO: Superintendent of Schools/Chief Executive Officer

PURPOSE

The Communications and Technology Specialist provides leadership, assistance, and support in the continuous development, advancement, and implementation of technology in the Brandon School Division's internal and external communications.

EDUCATIONAL AND EXPERIENTIAL QUALIFICATIONS

A. Education

- appropriate post-secondary education in areas of technology communications (including web design skills)
- Bachelor of Science degree in computer science (preferred)

B. Experience and Skills

- minimum three (3) years experience in similar position in public or private sector
- demonstrated ability and evidence in web-based operations and communication systems
- demonstrated ability to apply appropriate software in required responsibilities
- excellent organizational skills
- excellent oral and written communication skills
- excellent interpersonal skills
- demonstrated ability to work in teams
- intercultural sensitivity
- demonstrated political acuity
- demonstrated ability to organize/prioritize a multi-task workload, and to seek appropriate advice or take appropriate advice or take appropriate initiative
- project work experience with open source technology

MAIN RESPONSIBILITIES

1. Preparing all media and public communications for the Brandon School Division in accordance with Board Policy and protocols.
2. Maintaining, updating, and advancing Brandon School Division's web presence (including schools' webpages); serving as the Division's Web Master.
3. Implementing, updating, and advancing video-streaming communications for the Board of Trustees' public meetings.
4. Developing, maintaining, enhancing on-line communication tools (discussion forums, blogs, wikis, listservs, RSS feeds, e-communities).
5. Coordinating a variety of video-streaming communications within/amongst the schools.
6. Developing and extending professional networks within the community, province.



BRANDON SCHOOL DIVISION POLICY

Appendix B

POLICY 6038

RESEARCH AND EVALUATION SERVICES SPECIALIST

Adopted:

REPORTS TO: Superintendent of Schools/Chief Executive Officer

PURPOSE

The Research and Evaluation Services Specialist provides leadership and ownership of the development, implementation and coordination of assessment, evaluation, and research programs in all areas of Divisional operations, such as student achievement, human resources and financial management.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS

A. Education

- Bachelor of Education degree (with demonstrated successful completion of coursework in assessment and evaluation)
- Master's Degree with demonstrated successful completion of applied assessment and research techniques.

B. Experience

- minimum three (3) to five (5) years of experience in the field of public or education administration; program evaluation, data analysis, educational research or related field experience required
- demonstrated ability to **synthesize**, **analyze**, and **evaluate** complex data for systemic profiles
- knowledge of survey methodology, including specific experience in the design, administration, analysis and reporting of surveys
- experience in designing and implementing program evaluations
- demonstrated success in using data analysis to inform strategic planning and decision-making
- application of skills to communicate complex information to a variety of audiences
- possesses excellent quantitative skills, including the ability to examine available data, apply decision rules and analytical methods, produce descriptive and inferential statistics

- demonstrated ability and experience in preparation of meaningful reports based on analyses that enable programmatic next steps and actions to be outlined
- demonstrated technological ability to apply appropriate software in respective areas of operation and to establish connectivity in determining overall patterns

C. Personal Attributes

- strong attention to detail and accuracy of information is a requirement
- strong commitment to maintaining confidentiality and securing data for sharing only within the organization, or as directed by Senior Administration
- excellent organization skills
- excellent communication skills (verbal and written)
- interpersonal skills
- intercultural sensitivity
- ability to work in teams or independently
- ability to organize/prioritize a multi-task workload including the ability to lead and track multiple projects simultaneously.

MAIN RESPONSIBILITIES

1. Responsible for overseeing the data system functions in the Brandon School Division to connect all operational results to determine equity of access and opportunity for all learners (K-12).
2. Directs and oversees testing and assessment program components, support needs and material (e.g. assessments, data collection, etc.) for the purpose of delivering services which conform to established guidelines and monitoring compliance with relevant local and provincial regulations.
3. Serves as the analytic hub for the Division providing data to support strategic plans, policies and implementation goals of the secretary-treasurer, educational specialists, directors, principals and other professionals across the organization.
4. Provides the supports to transform data into actionable information for purposes of decision making and accountability by the educational specialists and other professionals across the organization.
5. Responsible for conducting both internal research and evaluation on programmatic effectiveness and managing external research and evaluation partnerships.
6. Serves as a liaison with the respective Divisional Department for the purpose of supporting divisional and provincial assessment programs related to development of required pre-identification files and accurate reporting of demographics data and student scores.
7. Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.

8. Responds to internal inquiries for the purpose of providing information, facilitating communication and/or providing direction. Sharing of any and all data and the analysis of such data will be consistent with direction from Senior Administration and ensure the highest degree of security of information.
9. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.



BRANDON SCHOOL DIVISION POLICY

Appendix C

POLICY 6039

ABORIGINAL EDUCATION LEARNING SPECIALIST

Adopted:

REPORTS TO: Associate Superintendent

PURPOSE

To provide expertise, knowledge, support to schools for:

- the education process of all students regarding the significance of indigenous Aboriginal culture, values and history;
- the appropriate educational programming of students with Aboriginal heritage in improving their achievement and engagement in learning; and
- the academic achievement concerns of Aboriginal students in the Middle Years.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS

A. Education

- Manitoba Teacher's Certificate, or eligibility for teacher certification in the Province of Manitoba
- Master's Degree in Education, with major areas of curriculum study preferred

B. Experience and Skills

- minimum of five (5) years of exemplary teaching practice preferred
- demonstrated knowledge of Manitoba curriculum K-12, in particular with Middle Years education
- demonstrated knowledge and understanding of indigenous Aboriginal history, heritage, culture, values
- minimum of three (3) years of positive and productive professional experience in Aboriginal Education (teaching, learning, student engagement processes)
- ability to speak an Aboriginal language is an asset; and
- Aboriginal Heritage (First Nations, Métis, Inuit) preferred

MAIN RESPONSIBILITIES

1. Assists classroom teachers with the integration of indigenous Aboriginal culture, values, and history throughout Provincial curricula.
2. Assists in the development of curriculum support materials.
3. Coordinates professional development activities pertaining to Aboriginal education.
4. Advises and assists schools in the provision of career and educational guidance for students with Aboriginal heritage, including post-secondary education.
5. Coordinates and provides functional oversight for Aboriginal Education, support initiatives and Aboriginal Advisory Committee.
6. Liaises with parent groups, outside agencies, organizations, Ministry of Education providing Aboriginal Education services.
7. Liaises with an Aboriginal Advisory Committee consisting of representatives of Aboriginal parents, guardians, Aboriginal organizations and outside agencies.
8. Research and strategize practices for the retention of Aboriginal students with a specific focus on Middle Years.



BRANDON SCHOOL DIVISION POLICY

Appendix D

POLICY 5074

WORKPLACE VIOLENCE PREVENTION

Adopted:

The Board of Trustees of the Brandon School Division believes in the rights of all members of the school community to work and learn in environments that value and demonstrate respect for human rights and freedoms.

The Board of Trustees of the Brandon School Division affirms its obligation as an employer to provide learning and working environments free from violence. The Board of Trustees of the Brandon School Division holds accountable all employees, students, parents, volunteers, and all visitors to conduct themselves in a manner which promotes and protects the best interests and well being of students, staff, and others. The principle of fair treatment is a fundamental one and the Board of Trustees of the Brandon School Division will not condone any improper behaviour which jeopardizes dignity, undermines learning, working relationships, and/or productivity.

Workplace violence, as defined under Regulation and in the subsequent procedure, is unacceptable. Such behaviour toward an individual attacks the dignity and self respect of that person and constitutes a serious infraction. Where an employee or student exhibits violent behaviour, disciplinary action, up to and including dismissal or expulsion may result.

Canada's *Criminal Code* prohibits violence. This policy reinforces the Manitoba Workplace Safety & Health Act (C.C.S.M.c. W210) and Regulations. This policy is intended to provide guidelines to ensure a working environment free from violence and procedures to respond to such situations that may affect the working environment.

In the implementation of this policy, reasonable steps will be taken to minimize the potential for violence by adopting preventative measures. Employees who may work where there is a risk of violence will be appropriately informed and made aware of the procedures to follow should they experience violent behaviour.



BRANDON SCHOOL DIVISION POLICY

POLICY 5074

WORKPLACE VIOLENCE PREVENTION

Adopted:

RELATED ACTS AND POLICIES

ACTS:

The Workplace Safety and Health Act C.C.S.M.c. W210
Freedom of Information and Protection of Privacy Act (FIPPA)
Personal Health Information Act (PHIA)
Youth Criminal Justice Act (YCJA)
Criminal Code of Canada

POLICIES:

Brandon School Division Policy 1013.3: Workplace Safety and Health – Duties/Responsibilities for Safety and Health
Brandon School Division Policy 1013.4: Investigating Workplace Incidents and Refusals to Work
Brandon School Division Policy 1015: Respectful Workplace
Brandon School Division Policy 5026: Harassment
Brandon School Division Policy 5027: Employee Accident Reporting
Brandon School Division Policy 7004: Student Conduct

FORMS:

Brandon School Division Form 1013.4 – Incident Investigation Report Form
Brandon School Division Form 7004.2 – Violent Incident Report Form
Brandon School Division Form 1013.5 – Safety & Health Employee Concern Form



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 5074

WORKPLACE VIOLENCE PREVENTION

Adopted:

RESPONSIBILITIES

Board of Trustees

The Board of Trustees of the Brandon School Division has a responsibility to ensure that the learning and working environments are free from physical violence, verbal abuse or the threat of physical assault.

Employer

As an employer, Brandon School Division has a responsibility to be aware of what is happening in the workplace and to deal with violent incidents appropriately. Brandon School Division will take disciplinary action, on any person(s) who are found to have behaved violently towards a person or group of people and/or on any supervisor or manager who did not act properly to address the violent behaviour.

The Superintendent of Schools/CEO shall be responsible for the administration of this policy and its procedures.

This policy shall be provided to all employee groups and be included in orientation and appropriate training sessions.

Upon hiring, Brandon School Division will provide all Principals and Supervisors with training on how to prevent workplace violence, and will provide refresher training every 3 years.

Principals and Supervisors

All Principals and Supervisors are responsible for creating and maintaining a work environment that is free from violence. This includes ensuring that this policy is accessible and communicated to employees.

Principals and Supervisors, as per the Manitoba Workplace Safety and Health Regulations, shall so far as reasonably practicable, take all necessary precautions to protect the safety and health of a worker under his or her supervision and advise a worker under his or her supervision of all known or reasonably foreseeable risks to safety and health in the area the worker is performing work.

Employees

All employees are responsible for ensuring that the workplace is free from violence. Employees are expected to treat colleagues with respect and to immediately report any incidents of violent behaviour. Employees are also responsible for following the preventative measures put in place where there is a risk of violence.

Students

All students are responsible for practicing appropriate conduct on the school premises, on the way to and from school, on out of school activities that are part of the school program, and while traveling on a school bus or in a vehicle being used as part of a school program. Students shall be expected to support a positive school climate and participate in the creation of a safe learning environment. For more information regarding student behaviour, please refer to Division Policy 7004: Student Conduct.

Parents/Visitors/Volunteers

All parents/visitors/volunteers are responsible for practicing appropriate conduct on the school premises that is consistent with the school code of conduct. All parents/visitors/volunteers are expected to support a positive school climate.

WORKPLACE VIOLENCE

Workplace violence is defined as the attempted or actual exercise of physical force against an employee or student in a workplace. It also includes any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person.

Workplace violence can take place in the workplace itself, or outside the workplace in a situation that is somehow connected to work. This includes threatening phone calls from one employee to another at his or her home, or any kinds of verbal or written threats or violent actions against an employee's family or property.

Examples of workplace violence include but are not limited to:

- Direct, conditional or veiled threats of physical harm
- Vandalism of personal property
- Use of or threat to use a weapon

PREVENTATIVE MEASURES

The Brandon School Division has adopted preventative measures to minimize the risk of violence by:

- Establishing safe work procedures and working alone procedures
- Training employees in Non-Violent Crisis Intervention (NVC)
- Establishing procedures for reporting, investigating and documenting violent incidents
- Risk/Threat Assessment of Employees, Students and/or Parents (when necessary)

NOTIFICATION OF RISK

Principals and Supervisors are to inform employees who work in settings where they could be at risk of violence. These may include:

- Employees who work with students who have a history of violence;
- Employees who work with students who have specific medical conditions, which may increase the probability of the student(s) becoming a perpetrator of violent acts;
- Employees who provide services to a student whose parent/guardian has a history of violence or who has posed a threat to school.

At any time where there is a change in the nature or extent of the risk of violence, Principals and Supervisors will inform employees who work where the risk of violence is present and provide the information necessary to appropriately explain the nature and extent of the risk of violence. The Principal or Supervisor will review established safe work procedures to minimize the risk.

The information released about any individual must be the minimum amount necessary to address the risk. The release of personal information should only be disclosed in the context in which the employee needs to be aware in order to adequately protect themselves to minimize the risk and may only be disclosed within the limitations of the law.

For example: A student at school with a risk of violence, release specific information and precautions (student becomes aggressive, kicks and bites at sound of bell, give pre-warning prior to bell ring) and do not disclose student diagnosis.

REPORTING

All employees have a responsibility to ensure a safe workplace. To that end, employees are to promptly communicate issues relating to violence as follows:

1. Employees who believe they have been witness to a violent incident will report the incident to the Principal or Supervisor immediately.
2. Employees who have been the victim of a violent incident must provide a written summary (Violent Incident Report Form – Form 7004.2) and forward it to the Principal or Supervisor.
3. Employees who believe a student, colleague or visitor to the workplace represents a danger to the safety of the workplace are to notify the Principal or Supervisor immediately.

An employee who has been harmed as a result of workplace violence is encouraged to consult their health care provider for treatment or referral to post-incident counseling, if appropriate.

All complaints of threats and/or violent behaviour will be acted upon in accordance with this procedure and policy. Confidentiality will be respected, but when necessary, information will be shared on a need-to-know basis with affected and/or involved individuals. Complainants will be advised on the extent to which information may need to be shared and with whom.

Any written documentation received in regards to a complaint, including investigative interview statements, should be signed by the appropriate parties.

In addition to or instead of levying a complaint pursuant to the policy, a complainant has the right to pursue his/her complaint through the Human Rights Commission or, where appropriate, to lay information under the Criminal Code of Canada, or both. The complaint procedures of this policy do not prohibit the individual's right to respond to a complaint through the collective agreements, or to seek redress as provided under the law.

RIGHT TO REFUSE

If a complaint is filed, the employee has the right to refuse to work if the reported behaviour substantially interferes with the employee's ability to perform his or her work and the employee reasonably believes the behaviour will continue, or the employee's health or safety is jeopardized by continuing to work.

If an employee refuses to work, s/he must advise his or her Principal or Supervisor and complete a Safety & Health Employee Concern Form identifying the reasons for refusing to work (*please refer to Procedures 1013.4 – Investigating Refusals to Work*).

If it is determined that the employee does not have to work, reasonable alternative work arrangements will be made for the employee.

RISK ASSESSMENT

A risk assessment on violence will be unique to each workplace. The risk assessment will include a review of the frequency and nature of previous incidents of violence in the workplace.

Criteria to consider when evaluating risk of violence:

1. The people – age and gender, personality and attitude, nature of the interactions between the people, and the physical status and emotional stability of the persons involved.
2. The workplace – work locations, type of work, number of staff, whether employees are working alone, workplace design and layout, lighting and security, and hours of operation.
3. The history – number and frequency of violent incidents, type and severity of incidents, nature of the incidents (between employees or employees and others in the workplace), types of jobs performed by those involved, cause or trigger for previous violent incidents.

INVESTIGATIONS

Unless a complaint is clearly frivolous or vexatious, an investigation will be conducted of all complaints of threats and/or violent behaviour.

Upon receipt of the written summary (Violent Incident Report Form – Form 7004.2), a copy must be forwarded to the Workplace Safety Officer for consultation within 24 hours. Consultation will include a review of the incident to determine the risk of harm.

Depending on the risk assessment and circumstances, the Workplace Safety Officer, in consultation with the Secretary-Treasurer will advise in regards to which parties are responsible for conducting the investigation.

An investigation may be conducted as follows:

1. By the Principal or Supervisor or
2. By the Principal or Supervisor and Workplace Safety Officer or
3. By the Principal or Supervisor and Workplace Safety Officer, an employee representative and a WPS&H Committee member

The investigation shall be conducted using the Incident Investigation Report Form – Form 1013.4. Where employee interviews are necessary in any investigation, the employee must also have union representation present.

Notwithstanding the above, in cases where the incidence of violence meets the Manitoba Workplace Safety & Health Regulation definition of a “serious incident”, the investigation must be conducted as soon as reasonably practicable after it occurs. An investigation then must be carried out by:

- a) the WPS&H Committee Co-chairs;
- b) the Principal or Supervisor and the WPS&H representative at the specific workplace location; or
- c) the Principal or Supervisor, in the presence of an employee of the specific workplace location who is not associated with the management of the specific workplace location, when there is no committee or representative at the specific workplace location.

In addition, the Secretary-Treasurer is required to notify the Manitoba Workplace Safety & Health Division as per WPS&H Regulation Section 2.7(1).

The investigation results report will be provided to the Workplace Safety Officer, the WPS&H Committee Co-Chairs and the Secretary-Treasurer, which must be reviewed with the WPS&H Committee. Progress on implementing any recommendations will be documented in the meeting minutes of the WPS&H Committee. Once the recommendations have been implemented, it will be noted in the meeting minutes of the WPS&H Committee.

ANNUAL REPORT

As per WPH&S Regulation Section 11.7, each year an Annual Workplace Violence Report must be produced that includes the following:

1. Records of incidents of violence at the workplace, if any;
2. Results of any investigation into an incident of violence at the workplace, including a copy of any recommendations for control measures or for changes to the Workplace Violence Prevention Policy;
3. Description of the control measures implemented as a result of an investigation of workplace violence;
4. A copy of any report prepared under Part 2 Section 2.9(3) of the WPS&H Regulation.

The Annual Workplace Violence Report must be provided to:

1. Superintendent of Schools/CEO
2. Secretary-Treasurer
3. Principals and Supervisors at each workplace location
4. WPS&H Committee
5. WPS&H representatives at each workplace location



BRANDON SCHOOL DIVISION POLICY

Appendix E

POLICY 6006

ADMINISTRATOR OF STUDENT SUPPORT SERVICES

Adopted: Draft (August 2004)

POSITION TITLE: Administrator of Student Support Services

REPORTS TO: Assistant Superintendent

SUPERVISES: Departmental Staff

Role and Purpose

To provide leadership and management to the Student Support Services Department of the Brandon School Division in order that schools receive an integrated approach to internal and external support services that connect diagnostic, prevention and intervention services with specialized program services. Such an approach is designed to maximize available resources for individual students' learning. Such leadership also connects community and provincial agency support and services with school services.

Major Responsibilities and Duties

The leadership and management role of this administrative position consists of four major components, each with its corresponding duties:

- Advancing Vision, Mission and Strategic Directions
- Fostering Organizational Learning
- Fostering Community Support and Liaison
- Providing Stewardship

1. Advancing Vision, Mission and Strategic Directions

Works cooperatively and collaboratively with department, school and divisional staff to:

- a) provide leadership to staff in the development of a new model of student support services that integrates clinical services with program support services for students with special needs. Model is to focus on the learning needs and potentials of students with a human development and growth orientation;

- b) develop, implement, monitor and assess a Student Support Services annual work plan to focus the delivery of an integrated services model to schools;
- c) advance strategic goals and directions related to areas that influence, impact and affect aspects of Student Support Services (e.g. respectful and safe environment, best practices in student-centered learning);
- d) develop the *Annual Action Plan* for students with exceptional needs, the *Early Childhood Development Initiative* and the *Early Behaviour Intervention* annual reports and such other reports as may be required by Manitoba Education to obtain funding support for exceptional education services; and
- e) develop proposed policy in all areas related to Student Support Services, including policies required as a result of new provincial legislation.

2. Fostering Organizational Learning

Works cooperatively and collaboratively with department, school and divisional staff to:

- a) create the conditions for professional adult learning in all matters related to Student Support Services by promoting the skills of reflection, conversation, collaboration, cooperation and by working alongside in activities that develop such (e.g. study groups, action research);
- b) collect and use data from appropriate sources to inform discussion, deliberation and decisions related to Student Support Services;
- c) keep abreast of the research and developments in teaching and learning so as to inform, instruct and advise staff; and
- d) supervise the work and professional growth of the Student Support Services staff by:
 - orienting and training new staff members;
 - consulting with staff on casework;
 - engaging in professional growth planning with each staff member;
 - preparing formal staff appraisals for each staff member at least once every three years; and
 - ensuring compliance with certification standards as per Manitoba Education Certification Branch.

3. Fostering Community Support and Liaison

Works cooperatively and collaboratively with staff members, specified community agencies and organizations, and community members to:

- a) assist in coordinating the services of outside agencies to school-age children and encourage positive working relationships between the Student Support Services team and helping agencies in the community including but not limited to Child and Family Services, Family

Services, Brandon Regional Health Authority, Community and Youth Corrections, Brandon Police Service and Provincial Court by:

- maintaining regular contact with managers in the agencies with whom the Division interacts;
 - encouraging information sharing and problem solving opportunities among staff members of helping agencies and schools; and
 - serving as a representative of the Division on community committees, including the Western Judicial District Child Abuse Committee and the Multi-Agency Preventative Program (MAPP) Committee, Pregnant and Parenting Youth Committee, Brandon Early Years Team, Children's Therapy Initiative and others as directed by the Superintendent's Office;
- b) act as a liaison between the Division and Manitoba Education; and
- c) ensure a positive relationship between Student Support Services and the schools and other employee groups in the Division by:
- communicating the services and programs offered by the department;
 - maintaining dialogue with school administrators regarding provision of Student Support Services services to their schools; and
 - providing a coordination function for program supports.

4. Providing Stewardship

Works cooperatively and collaboratively with others to administer the Student Support Services Department with specific attention to:

- a) providing administrative support to the Student Support Services team by:
- assigning staff to schools;
 - ensuring an effective process of assigning referrals to staff; and
 - building a positive, effective team process that will provide mutual support and stimulation;
- b) being responsible for the placement of students requiring Special Education programming;
- c) working in consultation with the Superintendent's Office for establishing, setting and locating, and reviewing annually all Special Education classes within the Division;
- d) assuming responsibility for determining the transportation needs for the exceptional needs students and submitting the necessary reports in this regard to the Supervisor of Transportation for the Division;
- e) providing, as required, information to the Superintendent and/or Secretary-Treasurer on exceptional education students and staff in the Division;

- f) administering operating budgets in the following areas:
 - Early Childhood Development Initiative;
 - Early Behaviour Intervention;
 - Language Enrichment and Pre-School Speech;
 - Non-Violent Crisis Intervention;
 - Elementary Student Support Program (ESSP);
 - Therapy services, equipment and supplies;
 - Student Support Services professional development funds;
 - Department supplies (including textbooks);
 - Hearing Screening Services; and
 - other related areas of budget as assigned;
- g) consulting with the Director of Human Resources and making recommendations for the hiring of Student Support Services staff;
- h) ensuring that annual Hearing Screening and Vision Screening Programs are carried out in the Division;
- i) maintaining communication between the Superintendent's Office and Student Support Services staff regarding matters of relevance and interest by:
 - meeting as required for updates on current situations; and
 - preparing an annual report of Student Support Services activities and caseloads;
- j) ensuring effective and confidential handling, filing and recording of Student Support Services documentation;
- k) ensuring the purchase of required office supplies and professional materials for departmental use; and
- l) other duties assigned by the Assistant Superintendent.



BRANDON SCHOOL DIVISION POLICY

Appendix F

POLICY 6019

ROLE OF THE TEACHER

Adopted: 73.03.31

* Corrected version

In making recommendations for appointments the Superintendent of Schools/CEO shall give preference to those applicants with the highest qualifications. The qualifications required shall be a composite of those factors which are essential and desirable of a position on the teaching staff and shall include: educational qualifications, personal qualifications as determined through interviews and references, teaching experience, special qualifications or training required for a particular position, and any evidence of special experience or capacity that would contribute to the teacher's effectiveness in Brandon public schools.

1. Teachers shall be responsible for the care, discipline and instruction of students in their charge and for any or all students of the school as assigned by the Principal of the school. They shall enforce the rules governing the conduct of students as such rules may be prescribed by the Department of Education, the Board of Trustees, the Superintendent of Schools/CEO or the Principal. Teachers shall establish conditions and practices in their classrooms that will contribute to the physical and mental health of the students. Teachers shall report promptly to the Principal any serious accident or illness affecting students in their charge.
2. Teachers shall be on duty at least ten (10) minutes before the opening hour in the morning and five (5) minutes in the afternoon.
3. Teachers shall be responsible for the order in their rooms and the adjacent hall and during the assembling or dismissing of the school shall, under the direction of the Principal, supervise the movement of students to and from the room.
4. Teachers shall keep all records required.
5. Teachers shall, in inclement weather, see that young students are properly clad before they are permitted to go outside and that outdoor clothing is removed when students are in the school.
6. Teachers shall require personal cleanliness from students.
7. Teachers shall administer any marking system or other means of evaluating students' achievement according to school and Brandon School Division policy and they shall report to parents/guardians the progress of their children as directed by the Principal.
8. Teachers shall conduct religious exercises as required by the regulations and under the direction of the Principal.

9. Teachers shall attend all meetings called by the Superintendent of Schools/CEO or the Principal for the purpose of discussing matters of concern to the school unless expressly excused.
10. Teachers shall, insofar as it is reasonably possible, see that adequate plans and instructions are available at any time when it is necessary for a substitute teacher to take over the regular work of the teacher.
11. Teachers shall be responsible, before leaving the school at the end of the day, for seeing that all children under their direction are dismissed.
12. Teachers shall maintain regular supervision of the playground under the direction of the Principal.
13. Teachers shall, insofar as time, talents and opportunity permit, endeavour to become an active member of the community by participation in the various phases and aspects of community life.
14. Teachers shall practice the *Code of Professional Practice* as stated in the *Manitoba Teachers Handbook*.
15. Teachers shall perform all duties outlined in The Public Schools Act in accordance with any regulation prescribed by the Minister or direction provided by the Board, Superintendent of Schools/CEO or school Principal.