



Full-Time (1.0 FTE) Coordinator Position Student Support Services

Prince Albert Catholic Schools invites applications for a full-time Coordinator of Student Support Services to commence in August 2026. This is a two-year term position with an opportunity for renewal. The Coordinator of Student Support Services shall be responsible for and work under the direction of the Superintendent of Student Support Services.

The Coordinator of Student Support Services, in cooperation with other system personnel, shall support the aims and objectives of Catholic Education generally and the Prince Albert Roman Catholic Separate School Division #6 specifically.

The Coordinator is generally responsible for coordinating, planning, developing, implementing, and supporting student support services and initiatives within the school division.

The responsibilities include but are not limited to:

- On-site support for teachers and students learning/maintaining strategies to support achieving outcomes in the areas of EAL, setting and monitoring IIP learning goals, record of adaptation and behavior accommodation plans.
- Support the school division professional development plan by developing and leading training for teachers and support staff on topics as required.
- Assist with data collection/data entry as required. (ex. EYE, eIIP, CFR)
- Support Early Learning in Prekindergarten and Kindergarten, including but not limited to the Early Years Evaluation and Essential Learning Experiences.
- Support the management of assistive technology devices including but not limited to training staff, deploying apps and devices to students.
- Recommend resources for schools.
- Support the IIP process by working with Student Support Services Teachers to develop Inclusion and Intervention Plans for students.
- Maintain a high level of confidentiality in all matters related to the school division.
- Perform other duties that may be assigned by the Superintendent of Student Support Services.

Interested candidates must submit a letter of application and an application form (available at our office or on our website <http://pacsd.ca/about-us/employment-opportunities/>) accompanied by a complete resume with the names of three references to:

Robert Tessier
Superintendent of Human Resources, Prince Albert RCSSD #6
Phone: (306) 953-7500 / Fax: (306) 763-1723
Email: jobs@pacsd.ca

Deadline: Preference given to applications received prior to 9 a.m., May 4, 2026. Open until filled.

Interested candidates with an application currently on file, please submit a letter of application. Only those applicants short-listed will be contacted for an interview.