

		Tuition Support Reviewer
1	Statute	Established under Sections 70-77 of the <i>Governor in Council Education Act Regulations</i> .
2	Purpose	A) To review applications submitted by parents/students for a funding unit which will provide financial support for the student's attendance at a designated special education private school. B) To review applications from funded students for a supplement and decide whether a supplement should be granted for the student in accordance with a policy established by the Minister, which may include eligibility requirements, including requirement based on income. Section 73
3	Functions	The Reviewer must grant a funding unit if the Reviewer is satisfied that the application is complete, the student meets the eligibility criteria, and the Reviewer accepts the rationale provided under clause 70(1)(e). The Reviewer must notify the student, school board and Minister of the decision, in writing, and with reasons. Subsection 72(1) The Reviewer must issue an annual report and provide a copy to the Minister and each school board. Clause 75(4)(d)
4	Composition	This is a 1-person board.
5	Formal Qualifications	The Reviewer must possess recognized professional qualifications (in the education of students with special needs in the public school system) and experience in working with students with special needs. Subsection 75(3)
6	Work Experience & Requirements	The Reviewer should have experience in working with students with special needs in grades Primary - 12.
7	Skills Required	Applicants should have demonstrated the following in their work, volunteer, or other life experiences: <ul style="list-style-type: none"> • Respect for the essential dignity of all persons, regardless of their circumstances, and commitment to diversity and employment equity; • ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner; • ability to deal professionally with confidential and sensitive information; • ability to communicate effectively and write clear and concise board reports; • ability to commit required time and effort, and if necessary, travel; • peer/community recognition of high ethical standards and integrity in professional and personal interactions; • preference will be given to applicants with previous involvement/experience in matters related to the board's function, for example, activities where one would acquire an understanding of related issues, interests, practice, policy, legislation, and collective agreements and/or former client of program or service; this preference will not be in violation of code of conduct and conflict of interest practices; <p>In addition to the above noted criteria, any head or chair of an adjudicative board should have a proven ability, preferably as a board or meeting chairperson, in leading groups to constructively solve problems and bring about fair and consensus-based decisions.</p>
8	Statutory Nomination Requirements	None.
9	Traditional Nomination Requirements	The Reviewer should possess knowledge of special education programs and services. Where possible and appropriate, appointees should be drawn from several different regions of the Province and should include members of traditionally under-represented groups: racially visible persons, persons with disabilities, aboriginal persons, and women.

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10	Remuneration	The Reviewer must be paid such remuneration for reviewing an application under the Regulations and such travelling and living expenses incurred by the Reviewer in the performance of the Reviewer's duties as are determined by the Governor in Council. Clauses 75(4)(b) and (c) (OIC 2006-60: Set remuneration at \$500/day plus expenses)
11	Anticipated Time Commitments	These are part time positions and the time commitment will be dependent on the number of applications for funding units submitted by parents/students.
12	Term of Appointment	The Reviewer holds office for a term of 2 years and may not be reappointed. Clause 75(4)(a)
13	Other Notes	Decisions of the Reviewer may be appealed to the Tuition Appeal Board. Section 77

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