

WILLIAMS BAY SCHOOL DISTRICT

**DIRECTOR OF PUPIL SERVICES**

Position Description

QUALIFICATIONS

- A. Master's Degree in Educational Administration.
- B. Holds licensure from the Wisconsin Department of Public Instruction for Director of Special Education and Pupil Service, 80.
- C. Working knowledge of state and federal education laws for special education and pupil services.
- D. Successful, practical experience in the management and leadership of special education and pupil services programs.
- E. Preferred three (3) years of experience as a School Psychologist, Guidance Counselor or Special Education teacher.

REPORTS TO

District Administrator

SUPERVISES

School Nurse, School Counselors, Homeless Liaison, Speech Pathologists, School Psychologists, Occupational and Physical Therapists.

Supports supervision of all special education staff in collaboration with building administration.

JOB GOALS

The Director of Student Services supervises and coordinates, special education programming for students ages three through twenty-one, alcohol, tobacco and other drug abuse (ATODA) programs, health services (including blood borne pathogens/Hepatitis program), school social work services, homeless education, Section 504, Employee Assistance Program and others as duties as assigned.

The Director of Student Services will provide, within legal and recognized professional standards, an organizational framework in which efficient and appropriate special education leadership can be provided to plan, develop, implement and evaluate appropriate special education program offerings to children with disabilities.

The Director of Student Services shall be the identified administrative leader responsible for all special education services.

The Director of Student Services shall support and strengthen the work of other administrators and teachers in their work with students with disabilities. Student services programming in each building is to be carried out in cooperation with the principal, teachers, students, and parents.

## PERFORMANCE RESPONSIBILITIES

### **A. Program Development and Evaluation**

1. Assumes responsibility for developing, monitoring and evaluating a comprehensive pupil services program.
2. Establishes procedures to process students eligible for special education services.
3. Implements procedures for the referral process, securing medical reports, psychological evaluations and placement.
4. Assumes responsibility for compiling, maintaining and filing all reports and records legally required or administratively useful.
5. Provides leadership in recommending new programs and developing understanding of existing special education programs.
6. Evaluates existing special education programs as an on-going responsibility and recommend changes and additions as needed.
7. Supervises and monitors a program for continuous evaluation of students receiving special education services.

### **B. Staff Supervision**

1. Plans training for pre-service and in-service student services staff.
2. Assists in recruitment, selection and recommendation for hiring of all special education teaching staff and other program employees.
3. Evaluates all special education programs, facilities, curricula, individual education programs, materials and supplies, parent relationships, and teaching practices.
4. Implements curriculum and program planning for special education staff.

### **C. Administration**

1. Coordinates all pupil services programs in the district.
2. Administers all special education programs in the district .
3. Interprets the objectives and programs of pupil services and special education programs to the board, administrative staff, and public.
4. Keeps informed of the status of financial aid reimbursable programs.
5. Develops budget recommendations and provides expenditure control on established budgets.
6. Keeps informed of all legal requirements affecting pupil services and special education programs.
7. Recommends policies and programs essential to the needs of pupil services and special education programs.
8. Acts as liaison officer in coordinating school health and special education services between school district and outside agencies.
9. Provides administrative guidance on use of special education staff and their role in Response to Intervention, RtI, and Positive Behavioral Interventions and Supports, (PBIS).

### **D. Coordination of Special Programs**

1. Supervises implementation of ATODA program.

2. Supervises emergency nursing services and personnel.
3. Coordinates and supervises school social work program.
4. Develops and coordinates Section 504 of the Rehabilitation Act of 1973 at the District level and supports building based 504 coordination.
5. Coordinates Employee Assistance Program.
6. Coordinates and assists in implementing the district special education testing program procedures.
7. Supervises and coordinates special education programs.
8. Support and collaborate with district and building leadership for Response to Intervention and Positive Behavioral Interventions and Supports.

**E. Professional Improvement**

1. Assumes responsibility of own professional growth and development.
2. Keeps current with the literature, new research findings, and improved techniques.
3. Attends appropriate professional meetings and conferences.

**F. Other**

1. Assumes other responsibilities as assigned by the District Administrator.

Developed: May 10, 2019

Approved: June 10, 2019