

# Williams Bay School District

---

**Position Title: Director of Special Education and School Psychologist**

**Reports to: District Administrator**

## **Qualifications – Director of Special Education:**

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

## **Qualifications – School Psychologist:**

- Holds School Psychologist licensure from the Wisconsin Department of Public Instruction
- Such alternatives to the above as the Board of Education and/or District Administrator may find appropriate and acceptable.

## **Supervises:**

Speech Pathologists, School Psychologists, Occupational and Physical Therapists.

Supports supervision of all special education staff in collaboration with building administration and other staff as assigned by the District Administrator.

### **Job Goals – Director of Special Education:**

The Director of Special Education supervises and coordinates, special education programming for students ages three through twenty-one and other duties as assigned.

The Director of Special Education 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 Special Education shall be the identified administrative leader responsible for all special education services and Section 504 Plans.

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

### **Job Goals – School Psychologist:**

To provide a comprehensive continuum of coordinated psychological services for children, parents, and school staff. The ultimate goals of such services include improving educational achievement, enhancing self-concepts, fostering competency in dealing with environmental demands, and improving interpersonal relationships.

### **Performance Responsibilities – Director of Special Education:**

#### **Program Development and Evaluation**

- Assumes responsibility for developing, monitoring, and evaluating a comprehensive Special Education program.
- Establishes procedures to process students eligible for special education services.
- Implements procedures for the referral process, securing medical reports, psychological evaluations, and placement.
- Assumes responsibility for compiling, maintaining, and filing all reports and records legally required or administratively useful.
- Provides leadership in recommending new programs and developing an understanding of existing special education programs.
- Evaluates existing special education programs as an ongoing responsibility and recommend changes and additions as needed.
- Evaluates all special education records for students and provides ongoing feedback. The Special Education Director will lead the Procedural Compliance Self-Assessment audit and other indicators, as required by the WI Department of Public Instruction.

- Supervises and monitors a program for continuous evaluation of students receiving special education services.

### **Staff Supervision**

- Plans trainings and in-services for Special Education staff.
- Assists in recruitment, selection, and recommendation for the hiring of all special education teaching and support staff and other program employees.
- Evaluates all special education programs, facilities, curricula, individual education programs, materials and supplies, parent relationships, and teaching practices.
- Implements curriculum and program planning for special education staff.

### **Administration**

- Coordinates all special education programs and student databases in the district.
- Interprets the objectives and programs of Special Education and special education programs to the board, administrative staff, and public.
- Keeps informed of the status of financial aid reimbursable programs.
- Develops budget recommendations and provides expenditure control on established budgets.
- Keeps informed of all legal requirements affecting Special Education and special education programs.
- Recommends policies and programs essential to the needs of special education programs.
- Acts as a liaison officer in coordinating special education services between the school district and outside agencies.
- Provides administrative guidance on the use of special education staff and their role in Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS).

### **Coordination of Special Programs**

- Coordinates and assists in implementing the district special education testing program procedures.
- Supervises and coordinates special education programs.
- Support and collaborate with district and building leadership for Response to Intervention and Positive Behavioral Interventions and Supports.

### **Professional Improvement**

- Assumes responsibility for own professional growth and development.
- Keeps current with the literature, new research findings, and improved techniques.
- Attends appropriate professional meetings and conferences.

## **Performance Responsibilities – School Psychologist:**

### **Assessment**

- Uses a variety of assessments to evaluate student achievement, cognitive functioning, and social/emotional and behavioral functioning.
- Synthesize information and engage in problem-solving to match identified student needs with effective interventions.
- Serve as the case manager as assigned for children with disabilities referrals; including ensuring compliance with the Individuals with Disabilities Education Act, and state laws.

### **Direct Service**

- Participate in behavior management program development and implementation.
- Serve as the case manager for special education referrals, except for speech/language only.
- Participates in initials, re-evaluation, and annual review meetings for special education students and serves as LEA as assigned.
- Provides classroom, small group, and individual counseling to students.
- Communicates with parents/guardians and families to assist with necessary community referrals, resolving interpersonal or other issues that interfere with school performance, understanding their child's academic and behavioral performance and interventions, or evaluation for special education.

### **Consultation**

- Consults and collaborates with teachers and staff about student learning, instruction, assessments, behavior, and emotional functioning.
- Consult with parents/guardians regarding student concerns.
- Serve as liaison with outside agencies regarding students' concerns.
- Participate in district projects where School Psychologist input is relevant.

### **Administration**

- Ensures that special education records/forms are adequate and timely.
- Completes state reports.
- Assists principals with special education processes, procedures, and regulations.
- Serves as liaison to Lakeland School community programs, and agencies.
- Work with administrators and other school staff to collect and analyze data related to school improvement and student outcomes.
- Ensures that the District is following state and federal laws/regulations in special education.
- Assist with crisis situations, as necessary.
- Organizes periodic in-service workshops for both regular and special Ed staff.
- Organizes and implements Child Find activities (Notices, Kindergarten screening, transfer screening.)

**Other**

- Serves as the District Title IX Coordinator
- Assumes other responsibilities as assigned by the District Administrator.

**Terms of Employment:**

Salary and work year to be established by the School Board of the Williams Bay School District.

Evaluation:

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

**Evaluation:**

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of Performance for administrators.

APPROVED: April 26, 2021