



Job Title: Director of Student Services

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: 12 months

SUMMARY: To provide leadership and expertise in the development and implementation of special programs that include Special Education, English as a Second language (ESL), Extended Learning Program (ELP/TAG), Drop Out Prevention/At Risk, Section 504, Private Instruction (home schooling), health services as determined by special program needs, and Homeless. To provide continual special program evaluation and assessment of instructional practices and coordination within all these special program areas and general education programs.

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Performance Responsibilities:
1. Provide leadership to Special Education, ESL, DOP, and counseling personnel in resolving problems related to student assessment, individualized education program (IEP) team participation, IEP development, implementation and evaluation, parent/guardian involvement and program evaluation.
2. Serve as the district's liaison with the DE, AEA, and various agencies regarding matters of special education, ESL, DOP, ELP/TAG, Homeless, 504 service plans, Private Instruction and Homeless programs.
3. Coordinate the development, implementation, and maintenance of special education program including articulation of the co-teaching program and teacher assignments.
4. Observe teachers in their classroom, and offer insights for the enhancement of the teaching-learning situation.
5. Assist Special Education, ESL, ELP/TAG, DOP and counseling personnel in identifying and meeting professional/teaching objectives.
6. Assist building principals in the evaluation of Special Education, ESL, ELP/TAG, DOP and counseling personnel and program effectiveness.
7. Oversee the assignment of students and placement of Special Education programs and participate in IEP staffing's, end-of-year evaluations, and parent conferences as necessary.
8. Counsel parents/guardians in resolving issues concerning Special Education, ESL, ELP/TAG, DOP, Section 504 and counseling. Determine accuracy of complaints, appropriateness of programs and viable solutions.
9. Coordinate Extended Year Special Education designed students and Home Bound Instruction for regular education students and special education students.
10. Supervise the hiring, placement and justification of Special Education paraprofessionals and provide required and needed in-services to their staff members.
11. Assist the Transportation Director in establishing appropriate transportation for students in Special Education programs as required by the IEP.
12. Develop and oversee special education budget including the approval of all purchases and requisitions.
13. Coordinate proper programming and billing procedures for tuition-in and tuition-out students with the business office personnel.
14. Coordinate with the District Curriculum director(s) to provide for staff development and supports for student instruction and assessment for Special Education, ESL, ELP/TAG, DOP, Section 504, counseling, and other personnel as necessary.
15. Prepare special education, Special Education, ESL, DOP, counseling, Homeless and other educational reports as required by the DE and other state or federal agencies.
16. Perform administrative responsibilities as part of the district's administrative team. Make recommendations, assist in decision-making and provide current information in the fields of Special Education, ESL, ELP/TAG,

DOP and counseling as required by the Superintendent.
17. Make recommendations for enrollment requests for students from other districts for placement in the District's Special Education program.
18. Serve as Level One investigator.
19. Develop and direct the implementation of short and long-range goals and objectives for the district's Special Education, ESL, ELP/TAG, DOP, and counseling programs, and related support services.
20. Act as a resource to interested citizens and organizations regarding all aspects of Special Education, ESL, ELP/TAG, DOP and counseling programs.
21. Attend board meetings, prepare and present reports for the board as requested by the Superintendent.
22. Perform such other duties as may be required by the board, directed by the Superintendent, or required by law.

Qualifications:

- Iowa BoEE Administrative Endorsement as K-12 Principal (required) and PK-12 Supervisor of Special Education (preferred)
- Iowa BoEE Endorsement Evaluator Approval (Required)
- Iowa BoEE Teacher License with Special Education Endorsement (Required)
- Minimum of five years successful teaching experience in Special Education (Preferred)
- Master's Degree including courses in instructional practices and Special Education (Preferred)
- Iowa BoEE Endorsement as Supervisor of Special Education & K-12 Instruction (Preferred)
- Previous supervisory and/or administrative experience (Preferred)
- Knowledge of current and best practices in the assigned areas, including student assessments
- Exceptional writing, interpersonal, communication and leadership skills
- An ability to utilize, analyze and interpret data for decision making

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Iowa Teaching Certificate/Principal/Administrator's License
- CPR and First Aid certifications are preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

In addition to abilities needed to meet the essential duties and performance responsibilities for the position assigned:

- Knowledge of legal issues and requirement related to special education.
- Knowledge of special education programs and services.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff on curriculum implementation.
- Effective oral and written communication skills.
- Word-processing skills and knowledge of student information systems such as Infinite Campus, and IMS Systems.
- Ability to promote and follow Board of Education Policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for education enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Use of Instructional Technology

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent of Schools	
Supervises:	Jointly supervises District Special Education staff, ESL, ELP/TAG, Drop Out Prevention (DOP), At Risk, counseling and nursing personnel with other district administrators;	
Coordinates with:		
Supervisory responsibilities:	Include hiring, directing work, assigning work, training and evaluating	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for Special Education, IDEA and Medicaid Program.
- Solely responsible for initiating requisitions from the aforementioned budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb stairs or balance				X
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize				X

Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

PHYSICAL REQUIREMENTS OF THE JOB:

- Must have a valid driver's license and reliable transportation to get to work and drive between schools within the district.