



**Dallas Center-Grimes
Community School District**

Director of Student Services

The Director of Student Services provides 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), Dropout 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. All responsibilities will be in coordination with the Associate Superintendent of School Improvement.

The Director of Student Services will be responsible for:

- **ELL/ESL Program:**

- Complete District Lau Plan, annually
- Complete required ESL/ELL trainings required of ESL District Coordinators:
 - All ELPA21 Trainings for the upcoming and current school year
 - Understanding Title III Requirements, when updated with ESSA language
 - Submit certificates of completion to Associate Superintendent
- Coordinate and administer, if needed, all district-wide ELL assessment trainings for ESL staff
- Coordinate, roster and monitor all district-wide ELL assessments
- Communicate and monitor updated responsibilities for ESL district staff, when needed
- Coordinating, with Associate Superintendent, Professional Development opportunities from which ESL staff could benefit
- Update Admin. Team, as needed, on relevant ESL program changes/updates
- Compile and submit ESL data to the Administrative Assistant to Assoc. Superintendent for entry for required state reporting
- Update ELL student status in Infinite Campus quarterly
- Complete annual ESL Program Evaluation
- Supervise and Evaluate District ESL staff: Harka Biswa and Diane Messerli
- Attend Heartland ESOL Meetings, as necessary

- **Extended Learning Program (ELP/TAG):**

- Complete District ELP/TAG Plan annually
- Complete and submit TAG Cover Sheet and TAG Plan to Administrative Assistant to Assoc. Superintendent for entry into CASA
- Complete required ELP/TAG trainings required of ELP/TAG District Coordinators
- Coordinate and administer all district-wide ELP/TAG assessment trainings for ELP/TAG staff
- Coordinate, roster and monitor all district-wide ELP/TAG assessments
- Communicate and monitor updated responsibilities for ELP/TAG district staff, when needed

- Coordinating, with Associate Superintendent, Professional Development opportunities from which ELP/TAG staff could benefit
- Update Admin. Team, as needed, on relevant ELP/TAG program changes/updates
- Compile and submit ELP/TAG data to the Administrative Assistant to Assoc. Superintendent for all state reporting
- Verify ELP/TAG student status in Infinite Campus when building updates occur
- Complete annual ELP/TAG Program Evaluation
- Attend ELP/TAG workshops, as necessary

- **At-Risk**

- Coordinate district At-risk Program development
- Coordinating, with Associate Superintendent, Professional Development opportunities from which At-Risk staff could benefit
- Update Admin. Team, as needed, on relevant At-Risk program changes/updates
- Compile and submit At-Risk data to the Administrative Assistant to Assoc. Superintendent for all state reporting
- Verify At-Risk student status in Infinite Campus quarterly
- Complete annual At-Risk Program Evaluation
- Attend At-Risk workshops, as necessary

- **Special Education**

- Coordinate proper programming and billing procedures for tuition-in and tuition-out students with the business office personnel
- Coordinate with Associate Superintendent and Director of Teaching and Learning to provide staff development and supports for student instruction and assessment for Special Education personnel, as necessary
- Prepare and submit special education reports as required by the DE and other state or federal agencies
- Make recommendations for enrollment requests for students from other districts for placement in the district's Special Education program
- Provide leadership to Special Education 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
- Coordinate the development, implementation, and maintenance of special education program including articulation of the co-teaching program, record retention, and teacher assignments
- Coordinate Child Find and Child Count
- Observe teachers in their classrooms and offer insights for the enhancement of the teaching-learning situation
- Assist Special Education personnel in identifying and meeting professional/teaching objectives
- Assist building principals in the evaluation of Special Education personnel and program effectiveness
- 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
- Counsel parents/guardians in resolving issues concerning Special Education
- Determine the accuracy of complaints, appropriateness of programs and viable solutions.

- Coordinate Extended Year Services for Special Education students and Homebound Instruction for regular education students and special education students
- Supervise the hiring, placement, and justification of Special Education paraprofessionals and provide required and needed trainings
- Assist the Transportation Director in establishing appropriate transportation for students in Special Education programs as required by the IEP
- **Homeless/Migrant/Foster**
 - Assist the Transportation Director in establishing appropriate transportation for Homeless students
 - Assist the Transportation Director in transportation reimbursement reporting quarterly
 - Compile and submit Homeless, Migrant and Foster Care data for state reporting
- **PreK-12 Professional Development:**
 - With Associate Superintendent of School Improvement and Director of Teaching and Learning, coordinate and assist with planning and delivering district and building professional development activities
- **All Student Service areas:**
 - Act as a resource to interested citizens and organizations regarding all aspects of Special Education, ESL, ELP/TAG, DOP, and counseling programs
 - 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
 - Counsel parents/guardians in resolving issues concerning ESL, ELP/TAG, DOP, Section 504 and counseling, when needed. Determine the accuracy of complaints, appropriateness of programs and viable solutions.
 - Assist building principals in the evaluation of special education teachers and counseling personnel and program effectiveness, when needed
 - Observe teachers in their classrooms, and offer feedback for professional growth and as part of the District's Evaluation Cycle, when needed
 - Serve as the district's liaison with the DE, AEA, and other agencies, as needed regarding matters of special education, ESL, DOP, ELP/TAG, Homeless, 504 service plans, Private Instruction, and Homeless programs
 - 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
 - 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 Associate Superintendent or Superintendent
 - Partner with Associate Superintendent and Director of Teaching and Learning to coordinate and lead School Improvement Efforts
 - Partner with Associate Superintendent and Director of Teaching and Learning to coordinate, lead and participate in ISASP trainings and assessment needs
 - Compile and submit Career Planning Data into CASA

- Compile and submit required State and Federal Reporting
- Attend board meetings, prepare and present reports for the board as requested
- Serve as Level One investigator. Submit Certificate of Completion for Level 1 Training to Associate Superintendent

Perform such other duties as assigned by the Associate Superintendent, duties that may be required by the board, directed by the Superintendent, or required by law.

State/Federal Reporting:

Directly Responsible for:

Affirmative Action

Civil Rights Data Reporting

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 of 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