

Poquoson City Schools
JOB DESCRIPTION

TITLE: DIRECTOR OF STUDENT SERVICES

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Directs the planning, development, implementation, and evaluation of special services for students with disabilities, support services, compliance, and home instruction.

QUALIFICATIONS:

- Any combination of education equivalent to a Postgraduate Professional Teaching License with an endorsement in special education
- Administrative endorsement preferred
- Special education leadership preferred
- Professional and personal characteristics necessary for working effectively with children, parents, school personnel, and members of the community
- Experience in transdisciplinary collaboration and integrated service delivery
- Strong organizational and management skills

GENERAL PERFORMANCE RESPONSIBILITIES:

- Consults with principals regarding special education legal and regulatory issues, staffing, instruction, discipline, compliance, and parents' concerns
- Monitors compliance with state and federal regulations
- Develops and recommends policies and procedures relating to special education issues and other areas as noted above
- Serves on community policy and management teams and facilitates interagency collaboration
- Chairs local eligibility committee and serves on local advisory committees for children with disabilities
- Plans and coordinates staff training for special education personnel and paraprofessionals
- Manages, trains and coordinates alternative assessment program and credit accommodations for students with disabilities.
- Keeps the assistant superintendent of instruction and support services informed of the effectiveness and needs of the division's student services department
- Supervises homebound and home school instruction programs
- Supervises nurses and health services
- Manages and conducts the Child Find program
- Provides on going case specific technical assistance
- Acts as Compliance Officer in general and for Section 504, Title IX, and Title II
- Assists with budget development
- Coordinates independent contractor contracts
- Serves as the case manager for students placed in separate public day schools
- Manages grant application, implementation and reimbursement
- Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary according to School Board Pay Plan and contract length 248 days

EVALUATION:

Reports to the assistant superintendent of instruction and support services and is evaluated in accordance with School Board policy and administrative regulation on evaluation of administrative personnel

APPROVED BY SUPERINTENDENT:

January 27, 2017