**DIRECTOR OF STUDENT SERVICES**

**JOB DESCRIPTION:**
The Director of Student Services reports directly to the Superintendent. The Director of Student Services will supervise, coordinate, and ensure quality special education programs and services and psychological services; ensure compliance with state and Federal regulations in providing services for students with disabilities. The Director coordinates and facilitates communication, resources, and information between administrators, teachers, staff, outside agencies, students, parents, and others, and is a member of the Superintendent’s Cabinet.

**QUALIFICATIONS:**

**Education:** Any combination equivalent to: Graduation from an accredited college or university with a minimum of a bachelor’s degree and an appropriate administrative credential.

**Desirable:** Master’s degree in a related field of study; possession of a special education credential; administrative experience in special education.

**Experience:** Five years of experience in the field of special education and at least three years of increasingly responsible experience demonstrating knowledge of special education.

**Ability:** Collaborate and work with staff in general education, school support, and professional development to provide quality programs and services. Represent the district in 504 hearings, special education mediations, and special education due process hearings. Monitor areas of non-compliance and support the implementation of corrective action strategies. Implement the use of computer software programs, hardware, and other technology pertinent to the area of specialization. Demonstrate appropriate interpersonal relations skills using tact, patience, and courtesy. Communicate effectively both orally and in writing with persons at various levels of understanding.

**Knowledge:** Federal and State regulations of special education and 504 programs. General curriculum standards and strategies for adapting and modifying curriculum. Appropriate accommodations for standardized testing for students with disabilities and alternative assessments.

**TYPICAL DUTIES:**
1. Monitor and ensure the implementation of quality programs and services specified on individual education plans for students with disabilities.
2. Responsible for the coordination of general assessment activities and data collection for the progress monitoring of intervention programs for at-risk students.
3. Monitor and ensure compliance with state and federal regulations in providing services for students with disabilities.
4. Develop/revise special programs including Multi-Tiered System of Support, policies, and procedures for the district.
5. Coordinate the planning and implementation of professional development in collaboration with general education for administrators and teachers in the following areas: proper procedures for SSTs and IEP Teams, access to general curriculum standards, modifications and adaptations of curriculum, acceptable accommodations for standardized testing, and alternative assessments.
6. Consults, advises, and makes recommendations for the placement and evaluation of students in appropriate district and non-district programs.
7. Represents the district in special education mediations, and special education due process hearings.
DIRECTOR OF STUDENT SUPPORT SERVICES

8. Manages/coordinates psychological and speech services.
9. Directs the district’s health and safety services program.
10. Coordinates the district’s Extended School Year (ESY) program.
11. Participates in the development and preparation of the annual preliminary budget for special education programs in conjunction with the Business Services Department; compile, analyze, and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer grants and the disbursement of related funds; research, obtain, and maintain grants and other funding resources.
12. Supervise and evaluate the performance of assigned special education personnel including certificated and classified employees in conjunction with site administrators.
13. Communicate with other administrators, district personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and implement best practices for students with disabilities.
14. Assure compliance with applicable district policies, procedures and governmental regulations, State Education Code, and other applicable laws.
15. Serves as a member of the superintendent’s cabinet, attends board of trustees meeting as a member of the superintendent’s staff, and advises the superintendent and board on special education and student services matters. Attend board meetings to present required information and related reports as necessary.
16. Act as designated special education contact person for the district with respect to SELPA-level communication
17. Facilitate the district’s homeless and foster youth services, including supervising the districts child welfare and attendance liaison.
18. Direct the district’s school attendance review board, disciplinary actions review board, and expulsion process.
19. Perform special projects assigned by the superintendent.
20. Perform related duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:
Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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<th></th>
<th>1 Seldom = Less than 25%</th>
<th>2 Occasional = 25-50%</th>
<th>3 Often = 51-75%</th>
<th>4 Very Frequent = 76% and above</th>
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<tr>
<td>4</td>
<td>a. Ability to work at a desk, conference table, or in meetings of various configurations</td>
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<td>b. Ability to stand and circulate for extended periods of time</td>
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<td>c. Ability to see for purposes of reading laws and codes, rules and policies, other printed matter materials, and observing students</td>
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<td>4</td>
<td>d. Ability to hear and understand speech at normal levels</td>
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<td>e. Ability to communicate so others will be able to clearly understand normal conversation</td>
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<td>4</td>
<td>f. Ability to bend and twist, kneel and stoop, run and crawl</td>
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<td>g. Ability to reach in all directions</td>
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<td>2</td>
<td>h. Ability to lift 25 pounds</td>
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<td>1</td>
<td>i. Ability to carry 50 pounds</td>
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Immediate Supervisor: Superintendent
Assignment: 220 days
Salary: Certificated Administrative Salary Schedule: Range 104