

Position:	Director of Student Services
Reports to:	Superintendent
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Provide direction and organizational structure to the secretarial staff, special education supervisors, student support services personnel, and school psychologists in the implementation of local, state, and federal mandates and policy for special education and student support and services; performs with all necessary duties to ensure that appropriate special education is provided for disabled children and that related policies and procedures comply with applicable requirements; act as Superintendent's designee in parent/legal concerns related to special education and student services.
NOTE:	The below lists are not ranked in order of importance

Essential Functions:

- Develop and implement programs and plans to ensure the safety of our students
- Provide leadership and direction to administrators, special education supervisors, psychologists and special education staff for the implementation of federal law and Ohio rules for educating students with disabilities
- Administer and coordinate the PT, OT, preschool speech program, school psychological services, speech and hearing services, guidance program, and other contract services for disabled children
- Administer the IDEA-B and other related state and federal grants awarded to the school district
- Represent the Superintendent in matters concerning pupil personnel services, e.g., expulsion hearings, open enrollment data, district discipline plans, and district safety plan
- Coordinate, channel, schedule and review reports for psychological services, including case status and progress to final disposition of the referral
- Coordinate activities between the school district and outside agencies, e.g., human services, children's services, juvenile court, child and adolescent psychiatric services
- Coordinate the placement of students with disabilities in alternative placements including schools outside of the district
- Prepare all local, state and federal reports relative to areas of special education and student personnel services
- Responsible for reviewing cases pertaining to the alternative placement of students
- Assist in developing district wide policies concerning the special education programs and student personnel services
- Develop procedures to maintain complete cumulative individual records of all children enrolled in special education
- Recommend the approval of supplies, materials, and textbooks used by special education programs and student personnel service staff
- Interpret the goals and programs of the special education program and student personnel services
- Advise all personnel on rules and regulations regarding all programs that relate to special education and student personnel services
- Responsible for writing grants for the special education program
- Initiate, coordinate and monitor educational reform and instruction for special education and in the student personnel services area
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Cooperate with Superintendent in the development and implementation of administrative and Board policies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information
- Interact in a positive manner with staff, students and parents

- Promote good public relations
- Attend meetings and in-services as required
- Responsible for implementing all Student Services departmental responsibilities
- Oversee the development and implementation of the district's special education program
- Oversee the development and implementation of the districtwide enrollment pattern to ensure equitable class sizes for students receiving special services.
- Develop processes and procedures to ensure the accurate reporting of special education and regular education data as it impacts on the state EMIS systems
- Oversee, review and assess the guidance practices for the district
- Represent all schools in their contact with the courts regarding students receiving special services
- Determine the legal residence of students when requested
- Responsible for all cumulative records
- Maintain the Superintendent's copy of the district revenues related to expenditures and revenues from open enrollment, special education excess cost fund and Medicaid revenue
- Supervise and evaluate special education personnel, school psychologists, speech language pathologists, related services staff, and secretarial staff in department
- Responsible for overseeing nursing services including AED machines upkeep and supplies
- Provide leadership and coordination of all Student Support Services programs in the district
- Direct the development and management of court-ordered dropout prevention programs and student discipline programs
- Promote and support intervention programs for Foster, Homeless, English learners, and Socioeconomically Disadvantaged students
- Serve as District Homeless liaison

Other Duties and Responsibilities:

- Conduct programs for the identification of exceptional children
- Serve as a consultant for and submit articles for school publications and other forms of media
- Serve as a role model for students and staff
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent
- Assist Principals regarding suspension and expulsion hearings for students receiving special services
- Assist Principals in communicating between the school and the home regarding student discipline matters for students receiving special services

Qualifications:

- Master's degree or equivalent
- Minimum five years related experience preferred
- Appropriate state of Ohio certification/license
- Prior experience as a special education teacher or school psychologist
- Experience as a school psychologist is preferred
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA and preschool rules
- Knowledge of public school law, policies and practices
- Experience in teaching and/or coordinating academic programs
- Basic computer skills
- Ability to operate various office equipment
- Commitment to education
- Knowledge of assistive technology

Equipment Operated:

- Computer
- Copy machine
- Printer

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent regular requirement to sit, stand, walk, reach, stretch with hands and arms, kneel, climb, and stoop
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by:
Adoption date:

Norton City Board of Education
April 17, 2023