

Poquoson City Schools
JOB DESCRIPTION

TITLE: DIRECTOR OF STUDENT SERVICES

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Directs planning, development, implementation, and evaluation of services for students with disabilities

QUALIFICATIONS:

- Any combination of education equivalent to a Postgraduate Professional Teaching License with an endorsement in a special education category and administrative experience
- 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 paraeducators
- Keeps the assistant superintendent of instruction informed of the effectiveness and needs of the division's student services
- Supervises homebound and home school instruction programs
- Supervises nurses and health services
- Conducts child find
- Provides on going case specific technical assistance
- Acts as Compliance Officer in general and for Section 504, Title IX, Title I and Title II
- Collaborates with Directors on SOL alternative assessments and credit accommodations
- Assists in budget development
- Coordinates independent contractor contracts
- Case manages students placed in separate public day schools
- Manages grant application, implementation and reimbursement (e.g., VIB)
- 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 is evaluated in accordance with School Board policy and administrative regulation on evaluation of administrative personnel

APPROVED BY SUPERINTENDENT: