

SCHOOL DISTRICT OF ALTOONA

TITLE: Director of Special Education and Pupil Services

JOB ANALYSIS: Under the direction of the District Administrator, the Director of Special Education and Pupil Services is responsible for implementing, maintaining and supervising the Special Education services for PK-12 students in the District aligned to district, state and federal objectives and laws. The director will be responsible for planning, designing and implementing all phases of service provided by the special education and pupil services department, in collaboration with appropriate building principals and the district administrator. The director will also serve as a resource to students, parents, staff, administrators, board, and community members and maintain adequate staffing to ensure program objectives are achieved within budget.

REPORTS TO: District Administrator

COORDINATES WITH: Board of Education, Committees, Staff and Community

SUPERVISES: Special Education and Pupil Services staff

QUALIFICATIONS:

- Master's Degree in education.
- Wisconsin DPI license (80) Director of Special Education and Pupil Services; with (62) School Psychologist, preferred.
- Three (3) or more years as a successful classroom teacher.
- Significant school experience working with students in Special Education.
- Demonstrated leadership and organizational ability in working with administrators, staff, students, parents and the community.
- Excellent communication and public speaking skills.
- Knowledge of curriculum, research-based programming, Wisconsin and Federal regulations, laws and district policies.

PERFORMANCE RESPONSIBILITIES:

As assessed by the District Administrator, the Director of Special Education and Pupil Services' roles and responsibilities will be as follows:

- As a member of the district's Administrative Council, work collaboratively with the other administrators, coordinators and directors to support and promote the district's vision, mission and strategic plan.

- Works collaboratively with the director of instruction, reading specialist, RtI coordinator and principals to ensure the special education services articulation is seamless across grade levels, subjects, and systems, district-wide.
- Provides leadership in the development of an integrated program of services for grades PK-12.
- Promotes, supports, and actively participates in the PLC process.
- Assists with the preparation and monitoring of 504, IEP and at-risk student plans.
- Coordinates, in collaboration with principals, pupil services including school social workers, health care providers, ELL, adaptive physical education, and early childhood programming.
- Develops proposals, new programs, budgets and grants for the purpose of meeting district goals.
- Communicates information on programs, services and regulations to school personnel, parents and the board for the purpose of understanding of the programs.
- Serves as the district liaison to CESA 10, the Wisconsin Department of Public Instruction, Birth to Three, and other agencies and programs, for coordination of special education/pupil services; and manages special education complaints.
- Collaborates with the business manager to develop and efficiently manage budgets in all special needs areas, including 66.0301 agreements, open enrollments and special transfers.
- Coordinates Child Find activities such as Child Development Day.
- Prepares and files in a timely fashion all required state and federal reports.
- Maintains a high level of knowledge regarding educational issues/practices, changes in laws and case law, and educational methods, for the purpose of increasing student achievement.
- Other duties and responsibilities as assigned by the district administrator.

PERFORMANCE EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the board's policy on evaluation of administrative personnel.

TERMS OF EMPLOYMENT:

Twelve-month year, salary to be established by the board.

Adopted: 04/07/2014