Job Description

Title: Director of Support Services  
FLSA Status: Exempt

Classification: Administrator

Immediate Supervisor: Assistant Superintendent for Administrative and Student Services

Job Summary: This position is responsible for the efficient and effective operation of support services of the district. This position provides leadership in the planning, coordination and implementation of a comprehensive plan for special education, ELL and ELP services.

Essential Functions:
- Coordinates district special needs services
- ELL, ELP
- Coordinates Transition Alliance Program

Hiring Specifications:

Education
- Master’s degree in Education
- Additional graduate work related to scope of responsibility highly desired

Certification
- Special Education
- PK-12 Principal and PK-12 Supervisor of Special Education

Experience
- Five (5) years of successful experience teaching in special education required
- Five (5) years of successful administrative experience (in the special education field preferred)
- Experience with a range of instructional delivery systems and inclusionary services required

Skills, Knowledge & Abilities
- Knowledge of state and federal laws and rules governing special education, English Language Learners and Talented and Gifted (ELP) services
- Effective oral and written communication skills
- Strong problem solving skills
- Knowledge of related research and quality practices
- Ability to organize varied responsibilities and meet deadlines
- Ability to work collaboratively with district personnel, committees and community agencies
- Knowledge of processes and procedures to address effective implementation of least restrictive environment requirements including implementation of the district’s inclusionary special education delivery system
- Ability to work effectively, cooperatively and respectfully with staff, parents, students and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to recognize sensitive issues and maintain confidentiality
- Ability to handle adversity in an objective manner
• Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights
• Ability to develop, manage and monitor program budgets
• Knowledge of processes to address cultural diversity and associated issues related to student performance and instructional methodology

Technology Requirements
• Web navigation skills
• E-mail management skills
• Computer network knowledge applicable to the position
• Knowledge of computer-related storage devices
• Ability to effectively use PDAs (personal digital assistants) for communication and scheduling
• Knowledge of educational copyright laws
• Knowledge of computer security expectations
• Ability to create and modify documents in MS Word, Excel and PowerPoint
• Ability to access and manipulate numerous information management systems including Infinite Campus, Swift Knowledge and SWISS

Supervision of Others:
• Support staff
• District coordinators (special education, ELP, ELL, TAP)

Personal Contacts:
• All district personnel
• Parents, students and community members
• Area Education Agency personnel
• Professional associations and agencies
• Advisory and district committee members
• State and national education agencies

Job Duties:
1. Provides leadership and coordination of special education services of the district.
2. Assists in an annual review of AEA267 support services and recommends changes as needed.
3. Examines and monitors implementation of special needs building plans.
4. Coordinates the implementation and monitoring of Section 504 practices.
5. Coordinates the special needs advisory committee.
6. Works closely with Human Resources to support hiring and other personnel decisions.
7. Assists in the maintenance, analysis, recommendations and implementation of effective special education practices based on student data.
8. Coordinates the evaluation of needs, arrangements and provision of professional development in the area of special education services.
9. Coordinates and supervises compliance of state and federal laws and rules governing special education, ELL and ELP services.
10. Provides leadership, supervision and coordination of TAP services.
11. Communicates with parents and the community on matters relating to special education services.
12. Provides leadership in the DINA plan and efforts to address disproportionality.
13. Serves as alternate Level I investigator.
14. Assists school administrators in understanding and properly enforcing district policies and regulations related to special education.
15. Expands and monitors the effective implementation of problem solving practices and procedures.
16. Expands the implementation of inclusive schools and inclusive educational practices.
17. Coordinates the developing, writing and filing of required reports.
18. Evaluates designated personnel.
19. Keeps current on research and best practices in the field.
20. Coordinates with Education Services on the development and implementation of curriculum and instructional practices that fully consider student special education needs.
21. Adheres to high ethical standards and demonstrate professionalism when acting as an agent of the district.
22. Maintains professional growth through graduate work, professional organizations, seminars, conferences and/or related professional literature.
23. Performs other duties as assigned by the Assistant Superintendent for Administrative and Student Services.

Physical Requirements:

<table>
<thead>
<tr>
<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Standing</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Walking</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Sitting</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>D. Bending/Stooping</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>E. Pushing/Pulling</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Reaching</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Climbing/Stairs</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Driving</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>I. Lifting (specify weight)</td>
<td>up to 10 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Carrying</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>K. Manual Dexterity Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify) Blackberry</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Working Conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Outside</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extremes in temp/humidity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Terms of Employment: Twelve-month contract per Board policy and administrative guidelines.

Date Last Revised: 10-7-10