

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Director of Pupil Personnel Services
Department:	Pupil Personnel Services
Reports to:	Superintendent of Schools
Supervises:	Pupil Personnel Services Staff, assistant director, truant officer, clerical support

Description of job:

Summary of Responsibilities:

The director of pupil personnel services is responsible for the implementation, leadership and support, scheduling and assignments, professional development, and, at times, the evaluation of pupil personnel staff. Coordinates services and resources related to Section 504 of the Rehabilitation Act of 1973. Supports principals and school staff in seeking appropriate programs to support students. Collaborates with other student services staff to support school principals and other school personnel in working with students who experience personal, social and/or emotional issues that prevent the attainment of academic success in the classroom setting. Responds to principal and staff needs related to crisis intervention, policy and procedural clarification. Analyzes performance data to develop professional development and appropriate supports for pupil personnel staff in consultation with other NKSD offices. Through collaboration, and advocacy, supports the district goals and priorities. Works with other local and state agencies and organizations, both public and private to support students.

Essential Functions:

1. Provides necessary leadership in research, evaluation and program development to ensure that the district provides the appropriate supportive programs to meet needs of special education students.
2. Supports the monitoring of academic data such as attendance/truancy, disciplinary actions, dropout rates,, parental involvement, residency compliance, Section 504 issues, transition to adult services, and the disproportionate number of minority students suspended or classified as in need of special education and related services.
3. Coordinate and direct pupil personnel services in order to provide the appropriate supportive educational program for all special needs students in accordance with all applicable federal and state regulation.
4. Develops, plans and implements effective district wide social work services, speech and hearing services, health services, occupational and physical therapy services and homebound instruction services.
5. Organizes and monitors the student record system to insure that necessary information is accurately retained for each student. this includes ASPEN and the RIDE census.
6. Establishes effective liaison with appropriate agencies within the community that provide specialized or professional assistance to students and parents. Serves as the referral agent for such services.
7. Develops, prepares and implements the pupil personnel services budget.
8. Provides for professional development of all staff in the district to fulfill the requirements of all IEP's and improve the quality of instruction.
9. Supervises the truant officer to ensure attendance of all students.
10. Provides technical assistance to administrators and staff regarding pupil personnel programs.

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11. Engages the community in providing quality educational programs for students with special needs.
12. Represents the district at meetings designed for the education of all students with special needs.
13. Serves as the compliance officer for Section 504 of the Rehabilitation Act.
14. Administers all grants for the implementation of programs for special needs students.
15. All other duties and responsibilities assigned by the Superintendent of Schools.

Protective Personal Equipment:	N/A				
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: own vehicle		Automatic: own vehicle	

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending			X		
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting	X				
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal		X			
Grasping			X		
Pinching		X			
Manual Dexterity			X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge in the areas of due process including referral, timelines specified by law, LRE, etc. Must have effective time management skills.

Education and/or Experience:

Must hold a Master’s Degree in Special Education from an accredited or approved institution of higher education, or hold a Master’s Degree in a related field and:

- hold a Rhode Island Special Education Administrator’s certificate.
- have at least three (3) years of documented supervisory experience in special education.
- have at least 5 years of successful teaching experience.

License/Certificate/Certification:

RI certification: Director of Special Education or Central Office Administrator- special education

Technological and/or Technical Skills:

Proficiency in Microsoft Office, Google, Aspen or related SIS system.

Communication Skills:

Expresses ideas orally in an effective manner. Communicates effectively in writing. Maintains open communication. Communicates recommendations to all clearly and effectively.

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Team Based Skills:

Capable of working collegially with all levels of administration, faculty, staff and parents; capable of developing effective and collaborative relationships with families, community service providers, private practice professionals, as well as non-profit and state level agencies.

Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex district wide issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

Terms of Employment:

Per contract approved by North Kingstown School Committee.

Evaluation:

Yearly evaluation

Date: 8/2017