

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Assistant Director of Pupil Personnel Services
Department:	Pupil Personnel
Reports to:	Director of Pupil Personnel Services
Supervises:	Shared supervision of PPS office staff, special education faculty , service providers and programs
Description of job:	
<p>Summary of Responsibilities: Under the direction of, supervision of and collaboration with the Director or Pupil Personnel Services, the Assistant Director of Pupil Personnel Services shall be responsible for all aspects of the special education department, including but not limited to: establishment and delivery of services to students identified under IDEA B; compliance with state and federal laws pertaining to students with special needs; supervision and coordination of all special education staff including specialists, team leaders and ancillary service providers. The Assistant Director of Pupil Personnel Services shall assist the Director of Pupil Personnel Services in any other capacity that the Director deems necessary.</p>	
<p>Essential Functions:</p> <ol style="list-style-type: none">1. Serves as a leader and general resource person in matters relating to student learning, behavioral adjustment and social-emotional difficulties, program parameters, support services relating to specialized instruction and focused interventions.2. In concert with the Building Principal, collaborate with the teacher evaluation process3. Coordinates and facilitates the development of the cooperative efforts between schools, district-level programs and other community agencies in providing services to our students.4. Facilitates enrollment of students into out-of-district programs, as well as return to district from out-of-district programs.5. Chairs, conducts, and supervises the Evaluation Team meetings at assigned schools.6. Directs the planning, organization, and coordination of the District's IDEA 04 Special Education instructional and support programs.7. Participates in the preparation and administration of program budgets, reports and grants as required.8. Plans, conducts, and organizes a variety of staff development opportunities related to IDEA 04 Special Education, learning and behavioral interventions, along with focused workshops for faculty and staff professional development.9. In concert with the Building Principal, oversees, directs and coordinates the Pre-kindergarten spectrum of programs.<ol style="list-style-type: none">a) Collaborates with the Fishing Cove Principal in all areas of the operation of the Pre-Kindergarten programsb) Coordinates SELAC and attends SELAC meetings periodicallyc) Meet with RIDE Consultants tod) Review and implement RIDE approval initiatives (ECERS, CLASS, Family Engagement, Curriculum Framework, the teacher self-assessment process and the facilities evaluations)e) In concert with the Pre-K Coordinator, may attend all state meetings on behalf of NK for early childhood, RIDE approval and outcomesf) Collect data on pre-kindergarten children for state reports, including EI information10. As directed by the Director of Pupil-Personnel Services, guides, directs, advises, and participates in serious discipline processes and problems, including student suspension and expulsion cases of students under the protections of IDEA 04 Special Education.	

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11. Interprets, prepares, and disseminates information regarding IDEA 04 Special Education in regard to policies, procedures, support services and programs.
12. Collaborates with the Director of Pupil Personnel Services in matters regarding technical needs and information relating to SPED teacher needs, individual student needs
13. Works collaboratively with the Director of Pupil Personnel services regarding the formulation, development, definition and modifications relating to policies, procedures, interventions, support services, and programs as needed.
14. Attends area, state, regional, and national meetings to maintain current knowledge of new legislation and requirements, and of new approaches, programs and models of instruction and behavioral change.
15. Oversees, monitors, directs and evaluates the IDEA 04 faculty and staff, in collaboration with the Building Principal and the Director of Pupil-Personnel Services.
16. In concert with the Director of Pupil-Personnel Services, provides direction, coordination, and guidance to the district's school psychologists, school social workers, speech-language therapists, occupational therapists (including COTAs), physical therapists (including Physical Therapy Assistants), and School Nurses.
17. Assists with the development, implementation, and evaluation of effective transitional, alternative programs for students at-risk or identified under IDEA 04.
18. Provides direction to assist in dropout prevention efforts.
19. At the direction of the Director of Pupil-Personnel Services, prepares School Committee agenda items relating to the Assistant Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Director for final review.
20. Attends School Committee meetings as needed.
21. Meets with SELAC members through the SELAC meetings
22. Attends Administration Council meetings.
23. In concert with the Director of Pupil Personnel Services, handles parent complaints effectively and professionally.
24. Provides to the Director of Pupil Personnel Services (and the Building Principals) timely and effective communications regarding incidents and/or situations relating to Students identified under IDEA 04 which might impact the district and/or its schools.
25. Makes active and consistent efforts to maintain or improve the external and internal image of the district and its schools.
26. Establishes annual goals and objectives as deemed appropriate by the Director of Pupil-Personnel Services.
27. Gathers appropriate data in support of the status of annual objectives, student demographics, student achievement and resource allocation as it relates to on-going needs assessment.
28. In concert with the school-based Section 504 Coordinators, provide collaborative support for the development and implementation of Section 504 Accommodation Plans and the school-based RTI Teams.
29. Provide oversight for the Office of Family Learning and the Title 1 budget and programing; have knowledge of Title 1 rules, regulations, policies and procedures; have solid experience with administering Title 1 programs.
30. Oversee the summer Extended School Year (ESY) Program; plan with and direct the actions of the ESY Coordinator addressing all initial, continuing and closing activities.
31. Perform other duties and fulfill other responsibilities as directed by the Director of Pupil Personnel Services.

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: employee's vehicle	Automatic: employee's vehicle		

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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.						
10 – 20 lbs.						
20 – 35 lbs.						
35 – 50 lbs.						

CARRYING						
Maximum weight carried: up to 50 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 pounds						
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					

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			

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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, skills, experiences and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

At a minimum, hold a Master’ Degree in Special Education from an accredited or approved institution of higher education, or hold a Master’s Degree in a related field with, at least, fifteen (15) graduate level credits in special education as part of or beyond the Master’s Degree;

- doctoral level study and/or training in special education is preferred, but not required;
- additional RIDE administrative certification is beneficial, but not required;
- hold or be eligibility for a Rhode Island Special Education Administrator’s certificate;
- strong knowledge of the RI Early Learning Standards, experience with early childhood education, and have completed (or will be able to complete) RIELS Level III training;
- at least three (3) years of documented supervisory experience in special education, with nine (9) semester hours of graduate level course work in Educational Administration of Special Education Programs, Supervision of Personnel, and Curriculum Development and Evaluation for grades K-12.

License/Certificate/Certification:

RI certification: Special Education Administrator

Technological and/or Technical Skills:

Proficiency in Microsoft Office

Communication Skills:

Strong oral and written communications skills, with evidence of effective presentation and platform skills; experience presenting at state, regional and/or national conferences.

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Problem Solving Skills:

Demonstrable ability to handle effectively complex school-based and district wide issues using a collaborative, problem solving approach; demonstrated capability of responding effectively to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community – i.e. ability to prioritize and multi-task efficaciously

Team Based Skills

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

Terms of Employment:

Per contract approved by North Kingstown School Committee

Evaluation:

Yearly evaluation.

Date: 4/2015