

Job Title: **DIRECTOR OF STUDENT SERVICES**

Qualifications: Master's degree or higher in Special education, Psychology or administration. Minimum of three years successful teaching experience. Minimum of three years successful administrative experience. Most possess or be eligible for certification as Special Education Administrator. Strong interpersonal, written, listening and verbal skills are required, including the ability to effectively present information to groups of individuals. Knowledge of state and federal laws pertaining to Individuals with Disabilities Act and ADA. Knowledge of computerized and web base IEP and data reporting systems. Experience in a variety of educational settings helpful, but not required. Such alternatives to these qualifications as may be appropriate and acceptable.

Reports to: Superintendent

Job Goal: To provide leadership in developing and maintaining student services and special education

Supervises: All related service personnel, all IDEA grant funded staff, and Administrative Assistant to the Director

Type of Position: 198 Days

Wage: approved by WSB

Hours per week: Exempt

Length of Contract: approved by WSB

Responsibilities:

- Work with the Superintendent/Business Manager to develop, present, and oversee special education budget of Winchester School District
- Develop and write the IDEA grant. Monitor and evaluate funded projects
- As primary building LEA, ensure that correct procedures for completing the special education process are maintained for the district, implemented by staff and understood by parents.
- Maintain program compliance records, adequately monitor services and provide data for state programs and funding processes
- Ensure that due process rights are afforded every student, parent, and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions, requesting and attending due process hearings or mediation sessions
- Ensure a continuum of appropriate services for special needs students in grades Pre-K to 8 by assessing the needs of students and developing essential programs.
- Complete an annual review and updates the annual plan for special education as prescribed by the state and federal statutes.
- Acts as the Winchester School District contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated.
- Serves as a resource for staff, administration and school boards regarding philosophies, practices, instruction, and the special education process and programs.
- Observe and evaluate Winchester School District Related Service Personnel, all IDEA Grant-funded staff, in conjunction with building level administration.
- Coordinate services of outside agencies including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services, Families in Transition and court attendance, as well as, contracted related services.
- Coordinate placement of students outside of the local school district and yearly student transition to Keene High School
- Coordinates with the Out of District Liaison for Winchester students placed in school programs either by the district or through the court system
- Attend and participate in meetings of the Winchester School Board at the request of the Superintendent
- Review IEP's and oversee coordination of all IEP's
- Develop agendas for monthly/weekly department meetings and facilitate training of special services staff
- Coordinate all aspects of special education programming for the Winchester School District, including ESY, facilitating transition of students from Early Supports and Services, and communicating with parents and community early childhood providers.
- Work with administration on hiring, retaining, placing, and scheduling case manager and paras.
- Attends PLC, SIT, Child Concern Team meetings as needed for pre-referral purposes.
- Coordinate all NH Alternative Portfolios

- Oversee NHESIS system for Winchester School District for compliance
 - Work cooperatively with building-based staff to monitor substantially separate program
 - Work with the principals to plan orientation training for new staff
 - Performs such other tasks as may be assigned by the Superintendent of Schools of SAU #94
- EVALUATION: Performance of this job will be evaluated by the Superintendent**

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Frequently
 Lift 26 to 50 lbs: Occasionally
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Frequently
 CARRY 26 to 50 lbs: Occasionally
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Frequently

**DURING AN EIGHT HOUR DAY,
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	6
Stand: 1	1
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently
 Bending: Frequently
 Crawling: Frequently
 Squatting: Frequently
 Kneeling: Frequently
 Crouching: Frequently
 Climbing: Frequently
 Balancing: Frequently

WORK SURFACES: (describe)

Floor, table
 Mats, Chairs
 Desk, playground
 Office equipment, computer

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently required
Torquing:	Frequently
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment, which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
 Cleaning products
 Valid driver's license required for travel outside office.