



Northern Adirondack Central School District

Office of the Superintendent

James C. Knight, Jr.

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POSITION DESCRIPTION DIRECTOR OF PUPIL PERSONNEL SERVICES

The Director of Pupil Personnel Services will work an 11 month year, receiving compensation, and fringe benefits in accordance to the District's Administrator Contract. The Director is responsible for tasks associated with the Special Education Department including IEP's as well as the implementation and maintenance of 504 Plans. The duties of the Director or Pupil Personnel Services shall be to:

A. GENERAL

1. Assist the Superintendent in the exercise of line authority in meeting the goals and objectives of the Board of Education.
2. Maintain all Special Education records and submit all reports to state and federal agencies as they relate to Special Education and Pupil Personnel Services areas.
3. Assume responsibility for the implementation and monitoring of the guidance program, health services, speech, occupational and physical therapy, and related services.
4. Assist in budget preparation and presentation for Pupil Personnel Services with appropriate staff and monitor the approved budgets.
5. Coordinate the program evaluation and planning components of the school district, as well as supporting the writing grants.
6. Work with the Superintendent and Building Principals to coordinate and monitor the implementation of all Special Education programs, including the recruitment, assignment, and evaluation of all staff members.
7. Interpret the goals and objectives of the Pupil Personnel Services Program to the community, the professional staff, and the pupils.
8. Assist the Superintendent and Building Principals in staff development by coordinating the school district's staff development projects.
9. Work with the Superintendent and Building Principals to implement a viable system of parent involvement and community relationships.
10. Ensure the development and implementation for the research, planning and evaluation functions.
11. Implement the school district's policies as related to affirmative action.
12. Attend Board of Education meetings when necessary and prepare reports as required.

13. Orient new staff regarding special education programs.
14. Refer, coordinate, and monitor special education programs for students placed out of district.
15. Consult with parents of exceptional children.
16. Provide procedures for homebound instruction.
17. Serve as district-wide 504 coordinator
18. Prepares for special education administrative reviews, mediations and due process hearings.
19. Serves as the district homeless liaison.
20. Serves as the ELL district coordinator.
21. Perform other related duties other than those herein listed, as may be assigned by the Superintendent.

B. INSTRUCTION

1. Collaborate with fellow administrators and initiate and develop education programs and supportive services to meet the needs of exceptional children.
2. Direct, organize, supervise, assess, improve, and develop special services and the Special Education curriculum, instructional practices, and learning resources.
3. Supervise and coordinate the pupil personnel component of the school district, ensuring that the educational needs of students are met and all compliance issues as related thereto are addressed.
4. Direct the identification, diagnosis, planning, placement, programming, evaluation, and transportation of pupils with exceptional needs, including placements outside the school district, and keep the Business Manager and Transportation Director informed of outside placements.

C. ORGANIZATION AND ADMINISTRATION

1. Monitor the Planning and Placement Team process to assure that the compliance criteria are satisfied.
2. Implement all programs and policies of the Board of Education.
3. Assist the Superintendent and Building Principals in the overall administration of the school district.

D. PERSONNEL

1. Supervise Special Education and Pupil Services personnel and other district personnel at the direction of the Superintendent.
2. Recruit, collaboratively select, recommend for hire, and assign special education staff, related services personnel, and paraprofessionals to schools and programs within the district.
3. Completes summative evaluations of special education staff, with the assistance of building administrators.