

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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www.pvuesd.org



Melissa Conley - Superintendent

Job Title: Director of Student Support Services

Supervisor: Superintendent or Designee

Job Summary

- Provides leadership and direction for all special education services in the District(s) including special education teachers, psychologists, speech and language specialists, and assigned secretarial staff. Although primary responsibility shall be in the area of Special Education programs and services, the Director will participate in other areas of Support Services and overall District administration processes. When combined with District Psychologist position, see that job description also.

Responsibilities

- Assists school principals and District level staff in performing personnel functions for special education staff (i.e. selection, placement, training, evaluation, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that program objectives are achieved within budget
- Develops long and short range plans, in relation to assigned administrative responsibilities (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, safety plans, etc.) for the purpose of implementing special education programs/services and complying with local, state and federal regulations
- Engages in strategic planning through: collaboration with site principals and staff, to facilitate the inclusion of special education in the site vision process, restructuring of general education for special education students, developing goals and objectives for the inclusion of special education students in the restructuring process, and encouraging innovation to improve the quality of services to students in special education
- Collaborates with site principals and other program directors to improve the quality of services, provide program and student outcome data and complete all required evaluation reports
- Provides leadership in development of district and department goals and objectives and program improvement for special education including design, implementation and management of inclusive education programs
- Serves as administrator during IEP meetings when the school site principal cannot be in attendance.
- Monitors fund balances of special education services and other related programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed
- Prepares a wide variety of often complex reports, documents and other materials in both written and electronic format (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls
- Provides directions and support for Support Services, including suspensions and expulsions, registration and transfers, Child Welfare and Attendance for special education students, Home and Hospital services, health and wellness, OT/APE/speech services, counseling, nursing and related services.
- Collects student data (e.g., student attendance, transfers, discipline, language/SNOR, California Healthy Kids Survey) and develop reports as needed.
- Provides oversight to the operations of selected categorical aid programs, in order to maintain a status of compliance with state and federal mandates and appropriate placement of students in those programs.
- Assures the effective coordination of district nursing services.
- Defines and coordinates the School Attendance Review Board (SARB) process for the District.
- Attends a wide variety of meetings (e.g. Board meetings, training, hearings, IEP's, workshops, in-service programs, etc.) for the purpose of providing and/or receiving information
- Coordinates selection of curriculum and instructional materials for special education programs
- Coordinates special education services with private and other agencies and with private schools
- Directs the implementation of State and federal legislation related to special education and ensure compliance
- Coordinates and facilitates parent advisory groups and committees related to special education
- Provides a program of staff development for special education personnel
- Assists in site-based staff development and regular education in-service training
- Represent the District in mediation and due process hearings
- Performs all functions outlined in job description of District Psychologist as appropriate
- Performs other duties as may be assigned or reasonably expected by a Director of Student Support Services

Knowledge of:

- Federal, state and local laws and regulations relevant to the task areas described above
- Pupil services trends, strategies, and techniques
- Crisis intervention procedures and counseling
- Response to intervention model and research based methodologies
- Broad range of student assessments
- IEP process and regulations
- Behavior intervention assessments and strategies
- Philosophical, educational, fiscal and legal aspects of public education
- Methods, procedures and strategies of instructional leadership
- Special education instructional strategies and school curriculum

Ability to:

- Interpret and apply rules and regulations relating to the instruction and curriculum of special education students under the California Education Code
- Establish and maintain effective working relationships with a wide variety of groups and individuals
- Prepare and present comprehensive, effective oral and written reports
- Effectively advice and collaborate with appropriate personnel

- Plan and organize work
- Meet schedules and time lines
- Operate a computer and other office equipment as assigned
- Exercise judgment and discretion
- Work independently with little direction

Education/Experience

- Masters degree from an accredited college or university with major course work in education.
- Three years of successful teaching/pupil services experience, including two years of special education teaching/pupil services experience.
- School administrative experience is preferred.
- Experience as a general education teacher is desired.

Required Credentials

- Valid California Administrative Services Credential

Typical Working Conditions

Work is performed in indoor and outdoor environments. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and or feeling. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. Some exposure to child and other diseases in a school environment, regular contact with staff and the public.

May sit for extended periods at a desk, conference table, or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical ability to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and fax.

Physical Characteristics:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct conversations in person or on the telephone.
3. Understand voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, and other standard office equipment.
5. Ability to sit for extended periods of time.
6. Ability to lift 25 pounds and carry any object weighing 25 pounds.
7. Physical, mental and emotional stamina to (at times) endure work hours under sometimes stressful conditions and constant interruptions.

The Penn Valley Union Elementary School District is an equal opportunity employer and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex. The District is compliant with ADA requirements.

ADOPTED: May 8, 2014, Revisions Board Approved 6/21/17 (Job Title)

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date