

School District of Lodi
JOB DESCRIPTION

(A) 5-6-91
(R) 7-13-98
(R) 3-10-08
(R) 3-9-20

Title: Director of Student Services

Qualifications:

1. A Master's Degree or higher.
2. Valid Wisconsin certification as Director of Student Services.
3. Three years' experience in school administration and supervision preferred.
4. At least three years' successful experience as an educator.
5. Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent

Supervises: Psychologist(s), School Nurse, Federal Grants/Programs, School Social Worker(s) and all Special Education Teaching/Support Staff

Job Goal: Do what is best for the students of the School District of Lodi by providing the leadership needed to develop the best possible learning environment for all students in the special education program.

PERFORMANCE RESPONSIBILITIES:

1. Supervises student services and special education staff providing assistance and conducting evaluations to foster in the development and implementation of differentiated curriculum, teaching methods and individualized instruction.
2. Assumes joint responsibility in supervising, evaluating, directing, disciplining and recommending for promotion any personnel serving in the special education department including interns and practicum students.
3. Maintains high standards of student conduct and implements equitable discipline practices that honor the due process rights of students.
4. In collaboration with building principal recruits, screens, recommends for hire and assists in the training and orientation of all special education staff.
5. Works with the Director of Instruction in determining the overall development and implementation of curriculum and the educational programming.

6. Provides leadership in establishing new programs and developing improved understanding of existing programs.
7. Develops, directs, assigns and supervises procedures for special education placements, evaluations, and the development of IEPs.
8. Assumes responsibility for compiling, maintaining and filing all reports, plans of service, records, proposals and legal data necessary for state and local administrative requirements.
9. Develops a program of public information which is designed to further the Board of Education, administration, staff, community and parents understanding of the philosophy, practices, objectives and programs of special education services.
10. Assists in the development and coordination of special education summer school programs and the selection of appropriate summer school teachers, staff and materials.
11. Stays abreast of trends, developments and research in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
12. Shares responsibility for the attendance and record keeping thereof, for special education students with building principals and assistant/associate building principals.
13. Develops, coordinates and administers the Special Education Department budget.
14. Coordinates all external special education program audits for the district.
15. Helps coordinate district staff development activities.
16. Assists in developing plans for physical facilities in establishing building and space eligibility, and makes recommendations on design, furnishings, equipment and new special education facilities.
17. Coordinates and supervises, in cooperation with the Business Manager, the safety and transportation of special education students.
18. Supports and contributes to the overall effort of the administrative staff and the management team.
19. Supports and contributes to the overall effort of the administrative staff and the management team.
20. Supports and implements Board Policies and administrative rules and regulations relating to

the school district.

21. Supervises, coordinates and arranges for admission to service and to dismissal from the homebound instructional program for homebound or hospitalized students.
22. Serves as Title IX and Section 504 Coordinator.
23. Serves as coordinator for At Risk Programs.
24. Serves as coordinator for homeless student programs and services.
24. Performs all other tasks as assigned by the District Administrator and the Board of Education.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.

13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by District Administrator that are necessary or required to carry out monetary/performance responsibilities of Director of Student Services position.

TERMS OF EMPLOYMENT: Salary and work year to be established by Board of Education.