



DIRECTOR OF PUPIL PERSONNEL SERVICES

The Director of Pupil Personnel Services must possess a Masters Degree or equivalent, a California Administrative Services Credential, have experience in the elementary grades. This assignment includes a 225 day work year and is on the Administrative Salary Schedule.

- Work under the direction of Assistant Superintendent of Educational Services.
- Develops, implements and evaluates annual goals and objectives for special education, psychological services and health services programs.
- Serves as the district representative on Cabinet of the North County Coastal Consortium for Special Education (NCCSE).
- Represent the district with Special Education Parent Advisory Committee.
- Represent the district at IEP meetings.
- Supervises and evaluates the performance of school psychologists, district nurses and other special education staff as appropriate.
- Supervise and direct the district's special education day classes and teachers.
- Supervise and direct the district's resource program and teachers.
- Supervise and direct the district's Designated Instructional Services teachers and program.
- Supervise and direct the district's pre-school program.
- Supervise Drug Free and Tobacco Use Prevention Programs.
- Monitors district compliance in special education areas by completing proper forms and following appropriate procedures and timelines.
- Work with principals on programs offered at each school to insure the least restrictive environment.
- Coordinates the placement and transfer of students from one type of special education program to another.
- Attend county Special Education Director's meetings.
- Work with the Assistant Superintendent of Educational Services to insure that appropriate inservice needs for special education and regular education staff are met.
- Other duties as assigned by the Assistant Superintendent of Educational Services

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use

hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

4/98