

## **WAUNAKEE COMMUNITY SCHOOL DISTRICT**

### **ASSISTANT DIRECTOR OF STUDENT SERVICES**

(Job Description)

#### **QUALIFICATIONS:**

1. Master's degree in education from an accredited college or university.
2. Current certification as Director of Special Education/Pupil Services (80) by the Wisconsin Department of Public Instruction.
3. Any other qualifications the Board of Education may deem necessary or desirable.

**REPORTS TO:** Director of Student Services

#### **GENERAL FUNCTIONS:**

The Assistant Director of Student Services shall assist the Director of Student Services in providing district-wide administration and leadership of all services and activities included in the student services department. Such programs and services include student safety plans, special education, Section 504 compliance, health services, guidance and counseling, psychological services, social work services, homebound instruction and English Language Learners. He or she strives to provide every student a seamlessly integrated learning program with high standards by ensuring coordination between every staff member, all programs, schools and relevant community agencies. The Assistant Director of Student Services shall work closely with the Director of Student Services and building principals in the supervision and evaluation of staff. The Assistant Director of Student Services shall be responsible to the Director of Student Services in implementing Board policies.

#### **ESSENTIAL FUNCTIONS:**

1. Provides direction for and ensures compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2009 (ADA), the Federal Rights and Privacy Act of 1974 (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it relates to students. This includes assisting with policy development, establishing written procedures, supervising program compliance, maintaining related student records, and investigating and resolving complaints.
2. Develops, implements, and evaluates educational programs and student services offered in alliance with student services personnel, principals and teachers.
3. Supervises special education and student services staff in the administration of student eligibility, placement, programming, dismissal, and follow-up in the areas of special education, alternative education, regular education accommodations, students at risk and English Language Learners.
4. Builds effective relationships among parents, school staff, other school districts, community service providers and state agencies in areas related to student services.
5. Serves as the district's primary advocate for programs for students at risk of school failure.

6. Manages the placement process for enrolling students with disabilities, English Language Learners, or other special populations.
7. Develops, provides, and leads professional development for all teachers addressing best practice in teaching all children, state and federal laws, and district procedures.
8. Coordinates the provision of homebound instructional services to students, including the review and revision of policies and procedures.
9. Collaborates with building principals to ensure the selection and placement of qualified student services staff.
10. Evaluates student services staff in the following areas: special education teachers and paraeducators, school nurses, health assistants, school psychologists, school social workers, ELL teachers and paraeducators, and guidance counselors.
11. Oversees district guidance and counseling, psychological, health, nursing, social work and ELL programs and services.
12. Coordinates student school safety plans and crisis management planning.
13. Acts as a resource to teachers, administrators, parents, etc. in brainstorming and offering solutions for problems.
14. Researches, creates, writes, and manages grant-funded projects.
15. Applies for and manages entitlement programs as assigned.
16. Develops, manages and evaluates the budget for student services, special education programs, and transfer of service claims.
17. Monitors the district's effort to comply with federal requirements related to Maintenance of Effort and Time and Effort.
18. Represents the school district in litigation or hearings involving special education.
19. Facilitates advisory hoc committees as assigned.
20. Prepares routine and ad hoc reports as assigned.
21. Performs other duties as assigned by the Director of Student Services.

Revised: July 2011