

ONTEORA CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent of Pupil Personnel Services

CERTIFICATION: NYS School District Administrator

CLASSIFICATION: Administrative - 12 months

REPORTS TO: The Superintendent of Schools

SUPERVISES: Director of Special Education
Clerical Staff in the Pupil Personnel Office
Special Education Professional Staff
Related Services Providers
SPED Teaching Assistants/Monitors
AIS/MTSS Staff
Nursing Staff
Home Instruction Providers (Special Education)
McKinney Vento Services as District Homeless Liaison
Section 504 Coordinator
Universal Pre-K (UPK) Program
Registration
Foster Care students/programs

I. Required Qualifications

- A. Shall qualify for the New York State School District Administrator (SDA) Certification.
- B. Shall possess a minimum of three years of administrative experience
- C. Has the ability to utilize and appreciate the consensual decision-making processes without relinquishing the leadership role.

II. Desirable Qualifications

- A. Has a wide range of educational experiences with successful teaching or related service provider experience .
- B. Has knowledge and experience in the area of Pupil Personnel Services
- C. Has a broad knowledge of Federal and State requirements regarding identification of and services to students with disabilities.
- D. Has strong written and verbal communication skills with parents, pupil personnel staff, students and others.
- E. Keeps informed about current and new developments in pupil services..
- F. Has leadership and organizational abilities to efficiently oversee the broad range of pupil services.
- G. Is sensitive to the needs of children.

- H. Has experience in proposal and grant writing including State and Federal grants.
- I. Has experience in the development of community/parent groups.
- J. Has experience with homeless student needs.

III. Overall Responsibilities

The Assistant Superintendent of Pupil Personnel Services is responsible for:

- The supervision and coordination of all pupil personnel services for the District, including special education, homeless services, psychological, related services, social work, 504 services and nursing.
- Serves as Chairperson of the Committee on Special Education and the Committee on Pre-School Education.
- Serves as McKinney-Vento Liaison/Foster Care program
- Serves as Coordinator of Universal PreK program.
- Serves as Coordinator of Registration/Custodial documents.
- Serves as Coordinator of MTSS/RTI.

A. Specific Duties and Responsibilities

1. Relative to Pupil Personnel Services:
 - a. Supervises, on a District-wide basis, the identification of students in need of support services.
 - b. Conducts CSE/CPSE meetings and supervises CSE Chairperson(s) who assist with duties related to CPSE and CSE.
 - c. Develops, implements, and supervises programs for all students identified as in need of support services.
 - d. Coordinates and supervises the District's central registration process.
 - e. Compiles data for State reporting and other required reports.
 - f. Collaborates with the Assistant Superintendent for Curriculum and Instruction on the development of policies and procedures for Multi-Tiered System of Support (MTSS) practices.
 - g. Maintains data and assures that regulations for the homeless, as well as appropriate services, are implemented using District grant funds.
 - h. Completes teacher/service provider evaluations as assigned.
 - i. Participates in the observation and evaluation of support staff.
 - j. Makes recommendations to the Superintendent of Schools for the assignment of District support personnel.
 - k. Assists in the identification of needs and the implementation of training programs for support personnel.
 - l. Coordinates the home and hospital-bound instruction program, re-entry plans

- m. Provides appropriate services to private schools regarding services being requested outside of the District, including monitoring billing.
 - n. Participates in professional pupil personnel organizations and disseminates pertinent information to appropriate staff.
 - o. Works with Building Principals to assess current and future pupil personnel services needs.
 - p. Provides consultation to Building Principals in the development of programs and practices that enhance positive emotional and mental health.
 - q. Develops and presents budget recommendations and provides expenditure control for special and support programs.
 - r. Approves supplies, materials and texts used by all special education and support programs.
 - s. Makes recommendations on design, furnishing, equipment and location of special and support programs.
 - t. Is responsible for the preparation, implementation and evaluation of State and Federal grants.
 - u. Makes recommendations regarding the employment of special and support staff.
 - v. Supervises all nursing staff and serves as a liaison to the Districts' Medical Director.
 - w. Plans and coordinates Kindergarten registration and Kindergarten screening.
 - x. Act as a liaison between Universal Pre-Kindergarten(UPK) community partners
 - y. Collaborate with community and county partners in special education and mental health resources regionally
 - z. Coordinate district parent trainings with support of Assistant Supt of Curriculum and Instruction
2. Relative to Committee on Special Education and Pre-School Committee on Special Education:
- a. Serves as the Chairperson of the District CSE/CPSE along with alternate chairpersons approved by the Board of Education including supporting and chairing meeting as necessary with the Director of Special Education.
 - b. Implements and maintains procedures for the operation of the CSE and CPSE and supervies office and administrative procedures to ensure efficient CSE and CPSE operations that are timeless and in compliance with State and Federal laws and regulations.
 - c. Makes recommendations to the Board of Education regarding CSE and CPSE membership.

- d. Supervises the preparation of agendas, the scheduling of initial CSE and CPSE meetings, annual reviews and reevaluation reviews. Ensures that all mandated members are in attendance at meetings, that the parents of each child to be discussed are invited to the meeting, and that the IEP developed or revised is accurate and appropriate.
 - e. Explain the CSE and CPSE procedures, including due process, to parents.
 - f. Ensures that the necessary evaluations are completed for annual reviews and reevaluations.
 - g. Makes written recommendations for the Board of Education regarding classification, placement, and program; presents these recommendations to a representative member of the Board prior to the Board of Education meeting.
 - h. Informs each parent in writing of the recommendations of the CSE and CPSE to the Board of Education and the determination of the Board. Secures written permission for placement/program from the parent(s).
 - i. Supervises all application procedures for the State Education Department and/or Commissioner's approval for the placement of students in non-public special education schools, special act districts, and State operated and supported schools.
 - j. Ensures that all CSE and CPSE placements are monitored and that IEPs are written and implemented.
 - k. Identifies and maintains a register, updated annually, of all children with disabilities requiring special education services residing in the District who are 3-21 years of age.
 - l. Completes Special Education Plan, as required every three years.
 - m. Supervises Related Service providers providing services from BOCES.
3. Performs other duties that may fall within the scope of said position or may be requested by the Superintendent.