

RED HOOK CENTRAL SCHOOL DISTRICT
DIRECTOR OF PUPIL PERSONNEL SERVICES
Job Description

Basic Function:

The Director of Pupil Personnel Services will be responsible for all pupil personnel activities in the District. These include responsibility for planning, budgeting, and coordinating activities related to the guidance, special education, 504, remedial, and certain personnel programs.

Supervision Administered:

The Director of Pupil Personnel Services will provide direct supervision to all faculty and staff members of Pupil Personnel Services.

Supervision Received:

The Director of Pupil Personnel Services shall report directly to the Superintendent.

Qualifications and Experience:

The Director of Pupil Personnel Services shall have the following qualifications:

1. Strong academic background
2. Knowledge of NYS standards and federal regulations
3. Successful record as a special education teacher, school psychologist, or guidance counselor
4. Knowledge of and experience with innovative approaches to the needs of special students
5. Ability to conceive, develop, and implement long-range plans in the areas of special education and personnel
6. Ability to develop cost-effective and creative programs
7. Experience in grant-writing, staff development, and use of data as an instructional tool
8. Ability to work collaboratively with staff, parents, administrators, and service agency providers
9. Excellent interpersonal and verbal/written communication skills
10. Administrative experience
11. Valid NYS School District Administrator (SDA) certificate

Responsibilities:

1. Oversee all aspects of the district's guidance, special education, and remedial programs, Section 504 of the Rehabilitation Act, and psychological services
2. Develop and implement procedures and programs, which are consistent with policy and regulations, to raise student achievement
3. Serve as the district's Title IX Compliance Officer
4. Participate with other administrators in the recruitment, selection, assignment, supervision, and evaluation of guidance counselors, special education and remedial teachers, psychologists, contract employees, chairpersons of the Committee for Special Education (CSE), special education aides, and other related staff
5. Coordinate the STAC process, complete required state aid reports, maintain a census of handicapped students, maintain student records, and complete applications for federal funding
6. Develop budget recommendations and maintain expenditure control on established budgets for special education, guidance, remedial, 504, psychological, and other related programs
7. Communicate with parents of classified students and act as a liaison in matters of special education and 504 requirements with the BOCES and other agencies
8. Coordinate the design and implementation of the district's inclusion program
9. Develop and initiate screening programs for continuous identification of children with disabilities
10. Provide for the inservice training needs of the related faculty and staff in conjunction with the Assistant to the Superintendent for Curriculum and instruction
11. Advise staff and administrators of legal requirements governing special education and other federal programs
12. Interpret the objectives of special education and other services to the Board of Education, the administration, faculty, staff and the public-at-large
13. Assure that the district is in compliance with all planning requirements associated with the operation of the district's special education, remedial, 504, psychological, and guidance programs
14. Work cooperatively with the Coordinator of Title I programs and the ELL coordinator
15. Oversee the home-schooled student population
16. Recruit, screen, interview, and supervise home tutors
17. Participate in school and district functions
18. Participate in professional organizations and serve on professional committees
19. Attend professional conferences and seminars related to Pupil Personnel Services
20. Carry out such other tasks and assume such other responsibilities as the Superintendent may assign or delegate

