

# Director of Special Education and Pupil Services -

Vacancy ID: 201419

Vacancy Details	Contact
<p>Title Director of Special Education and Pupil Services</p> <p>School/Building Luxemburg-Casco School District</p> <p>Number of Openings 1</p> <p>URL <a href="https://www.luxcasco.k12.wi.us">https://www.luxcasco.k12.wi.us</a></p> <p>Close Date (11:59 p.m. Central) Open until filled</p>	<p>Name Dr. Jo-Ellen Fairbanks</p> <p>Title Superintendent</p> <p>Email <a href="mailto:jfairbanks@luxcasco.k12.wi.us">jfairbanks@luxcasco.k12.wi.us</a></p> <p>Phone 920-845-2391 x 103</p> <p>Website <a href="https://www.luxcasco.k12.wi.us">https://www.luxcasco.k12.wi.us</a></p>

Position Details
<p>Position Start Date 7/1/2024</p> <p>Salary/Wage Based Upon Experience</p> <p>Appointment Type Full Time</p> <p>Description Luxemburg-Casco School District is seeking an innovative, relationship-focused Director of Special Education and Pupil Services to provide leadership and supervision for 3K-21 Special Education, English Language Learner (ELL), health, guidance, counseling, nursing, mental health, and other pupil services and programs.</p> <p>As a member of the Administrative Team, you will be part of a leadership culture that focuses on living on purpose (preparing our students to thrive in a global community by ensuring excellence in intellect and virtue) and continual professional growth.</p> <p><u>Summary Description:</u></p> <ul style="list-style-type: none"><li>*Provide leadership for 3K-21 Special Education, English Language Learner (ELL), health, guidance, counseling, nursing, mental health, and other pupil services and programs.</li><li>* Develop and coordinate professional development for special education and pupil services staff.</li><li>* Develop special education and pupil service staff schedules according to student needs.</li><li>* Maintain a high level of knowledge regarding educational/issues/practices, changes in laws, case law, and educational methods, to increase student achievement.</li><li>* Serve as LEA as needed and when resources beyond school budgets may be considered, to efficiently manage fiscal resources while meeting special education regulations.</li><li>* Prepare and manage all budgets related to special education and pupil services</li></ul>

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- \* Complete all special education and pupil services report forms and district plans as required by the Department of Public Instruction and the Department of Education.
- \* Serve as district liaison to special education and pupil services external partners.
- \* Assists in the development of transition services for students with disabilities.

A full job description is available upon request

Requirements:

Master's Degree in Education

WI DPI License (80) Director of Special Education and Pupil Services

A record free of criminal violations that substantially relate to the position of employment with the district.

Prefer

62) School Psychologist license

Previous administrative experience

NOTICE OF NONDISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional, or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment.

## Candidate Requirements

Years of Experience

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Degree

Master

Licenses

- Director of Special Education and/or Pupil Services

Additional Requirements

- Cover Letter
- Resume
- Letters of Recommendation
- Transcripts & Licenses/Certifications