



Romoland School District

JOB DESCRIPTION

DIRECTOR of PUPIL SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent, Educational Services, this position provides leadership services to student assistance and support programs, student services, health services, and special education.

DUTIES AND RESPONSIBILITIES:

- Provides leadership in the administration of special education services programs.
- Provides direction for incorporating legal requirements and state and federal mandates in District programs.
- Monitors program quality assurance including student growth and access to the core curriculum.
- Assists with implementation and monitors instructional interventions in general education classes.
- Monitors the Student Study Team (SST) process and provides training as needed.
- Provides professional development to regular and special education staff on topics of intervention, and effective strategies for teaching special needs students.
- Recommends policies, procedures and programs essential to the needs of exceptional students.
- Establishes procedures for placement, evaluation, assignment, and reappraisal of students within the special education programs.
- Assists in the recruitment, selection and recommendation for employment of any special education personnel.
- Collaborates with the Director of Maintenance, Operations and Transportation to arrange for transportation of all students placed in special classes.
- Supervises and evaluates district psychologists, and district speech therapists.
- Completes state reports and waivers as required.
- Monitors assignment and caseloads of special education staff.
- Represents District at SELPA Coordinating Council meetings.
- Provides leadership in coordination and implementation of child welfare and attendance services including school safety.
- Assists in the development and delivery of quality professional development for these programs.
- Prepares District plans and grant applications for submission to the State.
- Works collaboratively with the Assistant Superintendent, site administrators and teachers to implement high quality programs at all sites.

Provides leadership in the administration of all programs related to student services:

- Assists school sites with counseling programs, interventions designed to assist students at-risk, discipline procedures, suspension records, and referrals for expulsion.
- Chairs the administrative expulsion hearing panel.
- Monitors the intra- and inter-district transfer process.
- Assists schools with the development of 504 plans.
- Supervises and coordinates home instruction for homebound or hospitalized students.
- Coordinates the annual notification sent to parents and students.

Performs additional duties and responsibilities as directed by the Assistant Superintendent.

EDUCATION AND EXPERIENCE:

Education: Master's Degree desired from an accredited college or university. Valid California credentials authorizing teaching and administration.

Experience: Demonstrated experience in classroom teaching, experience in special education highly desired, and administrative experience at the site or district level desired. Experience in staff development, program monitoring, curriculum writing, and/or grant writing desired.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Essential physical requirements, which the candidate must possess are indicated with an **E**.

- Ability to work at a desk, conference table, or in meetings of various configurations. **E**
- Ability to circulate for extended periods of time. **E**
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material. **E**
- Ability to understand speech at normal levels. **E**
- Ability to communicate so others will be able to clearly understand normal conversation. **E**

WORK YEAR:

215 Days

Board Approved: May 14, 2019