MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF PUPIL PERSONNEL SERVICES

Summary: Provides leadership and direction to the PPS Department to ensure that the goals of the District are reached. The PPS Department includes Speech Therapists, Social Workers, Psychologists, School Counselors, Teaching Assistants, Teacher Aides, and Special Education Teachers & Coordinators. The Director of PPS reports directly to the Deputy Superintendent for Instruction, while working cooperatively with the building Principals, other Directors, and Central Office Administration. This position includes the duties and responsibilities below and other functions as assigned by the Deputy Superintendent for Instruction.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience

A minimum of three years administrative experience

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Ensure compliance with State and Federal Regulations.

2. Oversees PPS Grades Pre-K through 12.

3. Oversees and supervises Pupil Personnel Coordinators (Special Education and Guidance) in developing, coordinating, planning and monitoring of guidance, special education programs, the Committee on Special Education, Committee on Preschool Special Education and 504 processes.

4. Plans and conducts regular staff meetings to implement administrative directives.

5. Conducts periodic evaluations on the status of the special education and guidance programs.

6. Develops the budget for the District's PPS programs.

7. Oversees CSE and CPSE processes, including timely reporting of recommendations to the Board of Education.

8. Oversees special education extended year summer program and extended day programming.

Job Description (Continued)

9. Participates in resolution, impartial hearings and the mediation process, as required.

10. Serves as District Section 504 Compliance Officer.

11. Responsible for completing al NYSED annual data reports and other reports as required.

12. Responsible for completing the annual 611, 619, CPSE grants and the calculation and assignment of flow-through funds for IDEA.

13. Oversees the reimbursement process for the Medicaid reimbursement process.

14. Responsible for overseeing procedures for Homeless and Unaccompanied Youth.

15. Responsible for overseeing District wide record maintenance, access procedures and issues of confidentiality for students with disabilities.

16. Works closely and in collaboration with Special Education Parent Teacher Association (SEPTA).

17. Is available for guidance and special education presentations to parent associations and other community groups, as needed.

18. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.

19. Assist in the development of guidance departmental guidelines and assume the responsibility for the implementation of these guidelines.

20. Assist in the observation of PPS staff.

21. Work with parents and community groups in interpreting the guidance programming.

22. Oversees the development of the Course Offering Booklet, the Scholarship Booklet and the District profile.

23. Supervises all PPS instructional and instructional support personnel and assist in the observation and evaluation of same.

Reports to: Deputy Superintendent for Instruction
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: (Date)