

Job Title:

Bellevue Union School District

PositionTitle:	Director of Student Services	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit:	Classification:

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	12 month
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Reports to:		Board Approval Date:	
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General Description

**Job descriptions are intended to present a description list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

Under the direction of the Superintendent, the Director of Student Services shall perform such duties and functions necessary to lead, direct, coordinate and supervise Special Education, Student Services and related services provided by the District. Although primary responsibility shall be in the area of Special Education programs and services, the Director will participate in other areas of Student Services and overall District administration processes.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

DUTIES AND RESPONSIBILITIES:

- Direct Special Education services for all pre-K through 12th grade District students
- Coordinate IEP process including identification, assessment and appropriate placement of students
- Lead and coordinates implementation of the District's Extended Year Program and related services for special needs students
- Facilitate implementation of curriculum for Special Education students that is compatible with the District's core curriculum
- Implement services and programs aligned with state and federal legislation and local SELPA agreements
- Provide directions and support for Student Services, including suspensions and expulsions, registration and transfers, Child Welfare and Attendance (including SARB, homeless, foster youth), health and wellness, OT/APE/ speech services, development of 504 plans, counseling, nursing related services, and NCLB compliance
- Assist school principals with formal and informal supervisory activities of site-based Special Education personnel
- Coordinate with outside providers of services, contracted services, and other agencies (e.g., Non-Public School, County Office of Education programs, alternative education options)
- Monitor all budgets for special Education programs and Students Services; collaborate with sites and other departments to obtain grants; use categorical funds effectively to meet students' social/emotional needs

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- Collaborate with other departments and sites to project and determine Special Education personnel needs; assist in recruitment/hiring/training of necessary personnel
- Coordinate and facilitate parent advisory groups and committees; respond to parents regarding assessment and placement of their children
- Represent the District in local SELPA, as well as various regional, state and other groups/committees
- Serve District and site leadership as technical consultant and advisor with regard to Special Education regulations, programs and services
- Participate in due process hearings; coordinate the District's legal representation during Special Education litigation
- Provide direction and support to staff regarding students with disabilities under Section 504 and American with Disabilities Act
- Lead the development, implementation and monitoring of Special Education and Student Services goals to align with the District's Strategic Plan
- Collaborate with other administrators to develop policies, regulations and job descriptions for Special Education, Student Services and related services
- Provide assistance to general education administration and staff regarding general education interventions that precede request for Special Education evaluation
- Collect student data (e.g., student attendance, transfers, discipline, language/SNOR, California Health Kids Survey) and develop reports as needed
- Coordinate implementation of crisis management plan related to crises with psychological components
- Serve as custodian of student records, with responsibility for records at the District level
- Make report to Board of Trustees as needed

QUALIFICATIONS:

Knowledge of:

- Methods, procedures, policies and activities pertinent to the education, assessment, placement and program development for Special Education students
- Methods and procedures of supervision and management to oversee departmental functions effectively
- Principles of organization, planning, development and implementation of responsibilities as they relate to the activities of the Director of Special Education
- Methods to forecast, plan, develop and monitor departmental budgets
- State and federal mandates, laws and regulations related to education of students with disabilities
- Record, reports and documents that must be prepared, processed, and maintained in order to meet District, state and federal requirements

Ability to:

- Communicate effectively, tactfully and persuasively with parents, students and teachers in difficult situations
- Maintain an effective and positive relationship with district employees, agencies, parents, students and the general public
- Make decisions based upon information, experience, sound judgment and discretion
- Perform supervisory tasks such as instructing, training, reviewing work, coordinating activities

Job Title:

- Schedule daily activities and establish short- and long-term priorities in order to meet established goals; organized and manage the department within agreed-upon time lines and budget
- Handle difficult situations, complaints, inquiries
- Compile and organize information and make oral and written reports in a concise, clear and effective manner
- Ensure compliance with State, Federal and local mandates related to education of students with disabilities

EDUCATION AND EXPERIENCE:

- California Administrative Service Credential
- Background in Special Education programs
- Leadership experience in education programs and settings related to special needs of students K-6 level
- Successful experience in a public school certificates position

Licenses and Certificates:

- Valid California Class C driver's license

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects up to 50 lbs