Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Director, Student Support Services**	Job Code:	**3026**
Job Family:	**Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range**:**	**L19**
Typical Work Year:	**12 months**		

SUMMARY: Provide senior level, district-wide leadership, advocacy and education to schools and other departments in regards to evidenced-based best practices and programming for students with special education needs. Provide assistance and support to the Executive Director of Student Support Services in the development, implementation, and evaluation of department goals. Provide leadership for strategic professional development programming, in collaboration with the district professional learning team, for teachers and providers aligned to the District's strategic plan and district-wide beliefs about adult learning. Model strong and effective collaboration, interpersonal and problem-solving skills. Responsible for leading and providing knowledge, guidance, and support of building level administrators and Student Support Services staff for students with special learning and behavioral challenges in the area of professional development, programming, and service delivery to increase student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Job tasks and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and provide knowledge, guidance, and support to building level administrators and Student Support Services staff, including Coordinators, district specialists and itinerant special education providers, for students with special learning and behavioral challenges in the areas of professional development, programming, and service delivery to increase student achievement. Provide best practice in instructional practices and legal issues related to serving students with special education needs. Establish and monitor a supervisory and accountability structure for itinerant special education staff and office staff. Oversee the hiring of specialized instructional staff as determined by need and budget.	D	20%
2. Create and implement structures for collaboration with individual providers, teams and building level administrators to ensure quality programming for students with special needs in accordance with district, state and federal guidelines. Lead the planning, implementation and evaluation of new programs and/or the modification of existing programs to meet the unique learning needs of students, including the promotion of least restrictive placement options whenever possible. Provide leadership to student support services specialists, mental health professionals and coordinators to assure consistent provision of all other related services district wide. Allocate resources based on programming needs. Actively participate in the implementation of the district's vision for student achievement.	D	20%
3. Supervise/support and problem solve with assigned coordinators, specialists and office staff.	D	15%
4. Collaborate on the creation and monitoring of the Student Services budget. Lead and manage multiple budgets and grants such that they align and support programming models for special populations and district, state and federal policy for funding special education.	M	10%
5. Facilitate communication with various departments and external agencies including but not limited to: Special Education, Advanced Academics and Gifted Services, Student Engagement Initiatives, MTSS, Learning Services, Human Resource and Business Services as well as with the Adams 12 Five Star Schools Board of Education, community and the superintendent. Act as a resource to district administrators.	D	10%
6. Maintain oversight for Individuals with Disabilities Education Act (IDEA) and Every Student Succeeds Act (ESSA) compliance for populations within Student Support Services. Develop and monitor professional development activities focusing on district, state and federal IDEA and ESSA requirements related to serving students with disabilities. Assist with the oversight of state-reporting oversight.	M	10%
7. Provide collaborative supervisory and accountability special education support services in district charter and private schools.	W	5%

8. Develop, implement and monitor yearly FTE allocations and para educator hours to ensure compliance and equity of resources. Develop and monitor district budgets to meet the required needs of the disabled student population. Assist in the preparation and submission of all reports required for state and federal government.	A	5%
9. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education plus additional course work required for certification for licensure
- Minimum of five (5) years of experience in public school education.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Administrator license with Director of Special Education endorsement.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of legal issues and requirements related to special education.
- Knowledge of special education programs and services.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to discipline and curriculum implementation.
- Effective oral and written communication skills.
- Word-processing skills and knowledge of student information systems such as SASI and Excent.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Student Support Services Coordinator	4-8	4120
	Special Education Instructional Program Specialist	1-3	varies
	Autism Specialist	1-2	1700AS
	Teacher on Special Assignment	1-3	0050TS
	Mental Health Specialist	1-3	1700MH

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for Special Education, IDEA and Medicaid Program.
- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	