ASSISTANT TO THE SUPERINTENDENT FOR PUPIL SERVICES
JOB DESCRIPTION

JOB INFORMATION

TITLE:	Assistant to the Superintendent for Pupil Services	
EMPLOYEE GROUP:	Administrative	ADDITIONAL JOB CODES: 116
SHIFT:	Per Act 93 Agreement	
TERM OF EMPLOYMENT:	Full Time, 232 Days	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Office	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt	
Last Edited On: (new)		Board Approval Date: 10/19/2026

ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Superintendent

JOB SUMMARY

QUALIFICATIONS

- Hold a Master's Degree in Education; Doctorate preferred.
- Hold a valid Pennsylvania Supervisory Certificate in Special Education or other administrative certificate that allows for supervision of special education.
- Have five (5) years of appropriate and successful classroom experience in special education.
- Building administration experience.
- Possess interpersonal and management skills necessary to effectively coordinate the delivery of services to special education students.

SUMMARY

Pupil Services is defined as all programming and staffing related to the following areas: Special Education, Gifted, 504, AEDY, English Language Learning, Health and Mental Health (including psychologists, psychiatrists, social worker and counselors). The focus of this position is the Special Education process, legal matters, management of processes, conflict resolution, and the oversight of ancillary services.

SCOPE OF RESPONSIBILITIES

1. General Administrative Responsibilities
2. Special Education, Gifted, and 504 Program
3. English Language Learners
4. Ancillary Services
5. Mental Health and Wellbeing
6. Professional Staff
7. Paraprofessionals
8. Fiscal

ESSENTIAL FUNCTIONS

GENERAL

a. Oversee all Pupil Services;
b. Oversee all required state and federal reporting for all Pupil Services programs including PIMS and Child Accounting;
c. Oversee implementation of Pupil Services wide technology (i.e. IEPwriter, Smart Futures, etc.);
d. Serve as primary contact for the consortium;
e. Serve as point of contact for PDE for all Pupil Services areas;
f. Serve as primary point of contact for unique transportation needs;
g. Serve as the state designated 504 coordinator;
h. Serve as the state designed AEDY coordinator;
i. Serve as the primary point of contact for the Local Advisory Committee (LAC);
j. Serve as the primary point of contact for homebound requests;
k. Serve as primary point of contact for CAIU; and
l. Serve as primary point of contact for contracted providers.
m. Attend CAIU Pupil Services network activities
n. Oversee the school registration process, including a systematic process for kindergarten registration

SPECIAL EDUCATION, GIFTED, 504 PROGRAM, AND ENGLISH LANGUAGE DEVELOPMENT

a. Special Education
    1. Direct supervision of Supervisor of Special Education;
    2. Direct supervision of K-12 programs through the Supervisor of Special Education; and
    3. Direct supervision of assignment, placement and provision of services for all special education students K-12.
b. Gifted Support
    1. Direct supervision of program;
    2. Manage district implementation of Chapter 16 requirements; and
    3. Develop strategies and procedures for enrichment and acceleration programs and practices in the district.
c. Section 504 Service Agreements
    1. Direct the Determination of Section 504 eligibility;
    2. Manage district implementation of Chapter 15 requirements; and
    3. Develop procedures and timelines for annual review of Section 504 Service agreements.
d. English Language Development
    1. Direct supervision of program, including the development and maintenance of the Language Instruction Education Plan (LIEP) per Board Policy 138: Language Instruction Educational Program for English Learners;
    2. Submit the required information for the Title III consortium or ELD state reporting;
    3. Coordinate WIDA Access screening and assessments; and
    4. Monitor student enrollment and needs of English Learners enrolled in the program.
e. Evaluation Process
    1. Supervise and ensure an effective evaluation process.
    2. Provide direct supervision and oversight of contracted providers that administer assessments;
    3. Oversee the evaluation and reevaluation process;
    4. Oversee the referral process;
    5. Caseload assignment; and
    6. Coordination of staff participation in evaluations as needed (psychiatric, EI, psychological, etc.).

f. School Psychology
    1. Determine the need for positions and assign buildings;
    2. Direct supervision of staff;
    3. Oversee the evaluation/re-evaluation process; and
    4. Assign/oversee caseloads.

ANCILLARY SERVICES, MENTAL HEALTH AND WELLBEING

a. Truancy
    1. Ensure the development of Truancy process consistent with PDE guidelines.
b. Homeless
    1. Ensure the development of Homeless procedures that are in compliance federal law and PDE guidelines; and
    2. Serve as administrative point of contact in the event of a dispute over homeless designation.
c. Foster Care
    1. Ensure the development of enrollment procedures that that are compliant with federal law and PDE guidelines;
    2. Serve as District representative on joint committee with courts and CCY to ensure collaboration between agencies for foster care students; and
    3. Ensure participation in BID determinations for 504 or special education students.
d. School Counselors and School Social Work
    1. Determine need for services and assign staff to buildings;
    2. Lead the efforts of the District in establishing community-based supports and programs; and
    3. Direct program and alignment of District Chapter 339 Comprehensive School Counseling Plan
e. Health
    1. Ensure development and board approval of:
        a) Standing orders;
        b) Dental contract;
        c) Team doctor; and
        d) District Health policies & procedures.
    2. Oversee purchase and maintenance of AEDs and other large medical equipment; and
    3. Ensure the District has a process and resource for obtaining substitute LPNS as well as coverage for extra-curricular activities when needed.
f. Postvention
    1. Ensure Postvention team has appropriate resources needed.
g. Training
    1. Plan, conduct, and evaluate professional development for Pupil Services staff in collaboration with other district administration.
    2. In coordination with the Director of Curriculum & Instruction, assist with the development and delivery of mandated trainings such as, but not limited to, Suicide awareness and Mandated reporting.

PROFESSIONAL STAFF

a. Define the role, responsibilities and building assignment of K-12 Pupil Services staff positions;
b. Coordinate the hiring of K-12 Pupil Services staff with the Assistant Superintendent;

c. Assign annual responsibility for formal observation and differentiated supervision of all Pupil Services staff. Assignment will be balanced based on the overall number of staff who choose a differentiated model, the makeup of collegial groups & the total number of individual staff members in formal observation;
d. Assign annual responsibility for EBR reviews based on total number of reviews to be completed during school year;
e. Assign Induction program observations for all Pupil Services staff as necessary; and
f. Supervise and evaluate Supervisor of Special Education.

PARAPROFESSIONALS

a. General
    1. Determine work calendar for all District paraprofessionals in conjunction with Assistant Superintendent and Business office;
    2. Define specific paraprofessional positions and ensure approval by the School Board of Directors; and
    3. Approve weekly ESS invoices.

FISCAL

a. Budget
    1. Prepare and execute the budget;
    2. Manage and seek approval of all contracts with 3rd party providers;
    3. Approve all invoices related to Pupil Services; and
    4. Review and submit Act 16 eligible special education costs.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Assistant Superintendent or Superintendent.

WORK ENVIRONMENT

a. Office, schools, meeting areas

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to effectively manage people.
c. Must be able to interact well with various publics and individuals.
d. Must be able to work as a manager and member of a team.
e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a department with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications described here 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.