Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Director of Student Support Services

Reports To: Superintendent

Qualifications:

1. A master's degree.
2. Valid New Hampshire teacher, special education, principal, special education director and/or superintendent certification.
3. An educational background that includes courses in such subjects as exceptional education, mental deficiency, administration, teaching the handicapped, teaching the gifted, and the like.
4. At least three years successful experience as a teacher in some field of exceptional education.
5. At least one year's successful experience as a school administrator or supervisor.

Supervises: Special education, guidance and testing services for special education students, psychologists, speech therapists, COTA/PT, at risk children, coordination of services with social agencies, Court Liaison/Social Workers.

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

1. Establishes and supervises programs that provide special services to students, both those who attend school facilities and those who are homebound.
2. Provides programs of a remedial nature to supplement regular classroom instruction for those students with learning disabilities, and special needs.
3. Assumes responsibility for the curriculum and classroom management of special services in conjunction with building administrators.
4. Provide for the obtaining of instructional materials and equipment to meet the needs of the special service education programs in conjunction with building administrators.
5. Compiles and maintains such records and reports as are required relative to the programs for special services.
6. Oversees the screening and evaluation of candidates for enrollment in special service programs and makes evaluations of other students who have educational problems.
7. Arranges for admission to and dismissal from the homebound instructional program for those students whose need for such instruction is temporary.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

8. Assist in the development of staff development programs that will meet the needs of special service personnel.
9. Assures compliance with all federal, state and local laws, regulations, and policies relating to special services and prepares all financial and program reports required.
10. Interprets the special service program to school personnel and the community at large.
11. Plans, develops, and supervises a system-wide testing program for all special services.
12. Determines the need for new programs and services.
13. Serves as Section 504 Coordinator for the districts.
14. Coordinates English as a Second Language services.
15. Participates in pertinent grant applications, implementation and evaluations.
16. Develops special services budget for the school administrative unit and provides expenditures control on the approved budget.
17. Performs other tasks and assumes responsibilities as may be assigned by the Superintendent of Schools.
18. Serves as Home Schooling Coordinator for the districts.

Evaluation: Performance of this position will be evaluated annually in accordance with Board policy.