

SECTION 285 DIRECTOR OF PUPIL SERVICES

Summative Job Duties:

The Director of Pupil Services provides leadership in administering programs and services that support the learning of all students while preventing and reducing barriers to student success. Such programs include Special Education, Section 504 Compliance, Health Services, Guidance and Counseling, Talented and Gifted, English Language Learners and programs for students at risk. He or she strives to provide every student a seamlessly integrated learning program with high standards by establishing and maintaining a District Response to Intervention Model and by ensuring coordination between staff members and all programs, schools, and relevant community agencies.

Qualifications:

- Wisconsin Department of Public Instruction Certification.
- Understand and demonstrate competence in the teacher standards under s. PI 34.02.

Immediate Supervisor:

District Administrator

Specific Duties and Responsibilities:

Leadership Responsibilities

- Demonstrate strong character, model self-discipline, and be a self-directed leader.
- Act with integrity, fairness, and in an ethical manner.
- Maintain the strictest confidence concerning personnel, students, and operational concerns of the District.
- Lead by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.
- Advise the Superintendent and Board of Education on matters relating to areas of responsibility.
- Provide direction for and ensure compliance with the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) as it relates to students. This includes attending Individual Education Program (IEP) meetings as the LEA when principals are unavailable or the situation warrants, assisting with maintaining related student records, and investigating and resolving complaints.
- Provide direction for and ensure compliance with regulations related to English Language Learners
- Supervise student eligibility (including Child find activities), placement, programming, dismissal, and follow-up in the areas of special education, alternative education, regular education accommodations, and students at risk.

- Serve as the District's Response to Intervention Coordinator and primary advocate for programs for students at risk of school failure.
- Represent the School District in litigation or hearings involving special education.
- Prepare the District for DPI monitoring activities.
- Monitor special education open enrollment students attending other districts including attending IEP meetings.
- Monitor special education students placed out of district for low incidence disabilities, including attendance at IEP meetings, monitoring progress, and facilitating communication between parents and the school of placement.
- Coordinate extended school year programming for special education students eligible for such services.
- Participate on the District's administration team in planning, problem solving, and implement district-wide initiatives.
- Assume leadership responsibilities throughout the District in the absence of administrators as assigned.

Planning Responsibilities:

- Establish an effective process to address administrative issues and problems.
- Effectively implement initiatives of the District Strategic Plan throughout the District.
- Coordinate and operate District programs to ensure equity of services, quality programming, and safe school environments.
- Coordinate and approve staff development opportunities for pupil services staff addressing identified needs.
- Oversee conditions of facilities, special transportation, staffing, resources for pupils, staff, programs, and services making requests for modifications to the District Administrator.

Fiscal Management Responsibilities:

- Establish and administer a process within the District to assure accountability to the Board-approved school budget.
- Ensure management of the organization, operations, finances, and resources for a safe, efficient, and effective learning environment.
- Collaboratively develop and administer a budget for the departments for the Pupil Services Department that reflects District policies and priorities, as well as mandated programs and services.
- Establish and administer procedures to requisition materials, equipment, and supplies for the Pupil Services Department following District policy.
- Apply for and manage entitlement programs as assigned, i.e., Federal Flow Through Grant and the related Special Education Plan for the Wisconsin Department of Public Instruction.
- Coordinate and supervise the District's Medicaid administrative claiming and third party billing.

- Research, create, write, and manage grant-funded projects related to areas of responsibility.

Supervision, Assessment, Evaluations Responsibilities:

- Initiate and implement systemic evaluation of student learning throughout the District in collaboration with District principals and curriculum coordinator.
- Initiate and implement systemic evaluation of programs and events throughout District related to the Pupil Services Department.
- In collaboration with building principals, evaluate the performance of pupil services staff, including paraprofessionals, in accordance with established District and building goals.
- Assess staffing needs, review qualifications of personnel, and make job assignments within the area of pupil services.
- Assess qualifications of applicants, in collaboration with District principals, and make recommendations for employment to the District Administrator.

Community and Public Relations Responsibilities:

- Model collaboration with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Advocate for the School District throughout the larger community.
- Create opportunities to listen, communicate, and disseminate information with members of the community:
 - Provide informational meetings for parents, guardians, and community members regarding instructional support programs, District procedures, and rights under state and federal laws and District policies.
 - Facilitate advisory councils, i.e., Pupil Services Parent Advisory Council and others as assigned.
 - Participate in local, county, and state organizations and committees related to the health and welfare of students with disabilities and students at risk.
- Be active and visible throughout the school community.
- Facilitate smooth transitions for students between sending and receiving agencies.
- Understand, respond to, and interact with the larger political, social, economic, legal, and cultural **influences within the community** that affects schooling.

Other Duties as Assigned by the District Administrator

Approved – Feb. 13, 1984
 Amended – May 14, 1990
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