King Philip Regional School District

Position Description

Position Title: Director, Student Support Services
Location: King Philip Regional School District
Reports To: Superintendent
Prepared By: Elizabeth Zielinski  Date: April 2, 2018 (1st reading)
Approved By: School Committee  Date: 

SUMMARY: Directs the Student Support program of the District. Ensures program integration with the other instructional departments, the High School, Middle School and the State. Ensures compliance with Special Education Regulations (State and Federal), 504 regulations, the District Accommodation Plan, gifted and talented programs, ESL program, District grant management and special district transportation. Manages and evaluates staff who report to the director including Special Education personnel. Is responsible for all aspects of the Coordinated Program Reviews conducted by the state.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Plans, supervises and evaluates supervisors and other Special Education personnel.
- Consults with staff, parents and outside agencies regarding Special Education students and programs offered. Responds to parents regarding the evaluation and placement of their children.
- Discusses Special Education programs, 504 plans, personnel and students with building administrators.
- Obtains funding from the ISD, the state and federal programs. Submits program documentation for approval, applies for grants, submits budgets and financial reports and prepares and submits program reports to agencies.
- Develops and administers the Special Education, 504 and ELL budget.
- Ensures compliance with local, state and federal guidelines.
- Monitors staff caseloads and student progress.
- Evaluates and recommends for promotion any personnel serving in the special education area.
- Assists in recruitment, selection, and recommendation for hiring of special education personnel.
- Develops and maintains complete and cumulative individual records of all children receiving any type of specialized services or enrolled in special classes.
- Assists in the adaptation of school policies to include special education, 504, and ESL needs.
- Keeps informed of all legal requirements governing special education, 504, ESL and Title I.
- Plans staff in service training activities.

SUPERVISORY RESPONSIBILITIES:
Supervises the employees in the Special Education Department. Is responsible for the overall direction, coordination, and evaluation of these Special Education, 504, ELL, and grants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: 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.
EDUCATION and/or EXPERIENCE:
Master’s degree or equivalent, three years of successful professional practice or administrative experience in special education, or combination thereof. Thirty semester or 45 term hours of graduate credit and a successful 200 clock-hour practicum in special education administration.

CERTIFICATES, LICENSES, REGISTRATIONS:
Licensure as a Special Education Director from the Massachusetts Department of Education. Additional certification in School Administration preferred.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:
Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

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