

Administration

DIRECTOR, STUDENT SUPPORT SERVICES

Description of Position

The Director of Student Support Services, under general direction of the Superintendent, is responsible for overseeing the District's special education programs and student services.

Examples of Professional Duties and Responsibilities

Special Education

- Plan, organize, coordinate, and design the special education program procedures for Mental Health services.
- In collaboration and coordination with Business Services, develop and maintain a system for tracking and record keeping of Mental Health services and expenditures.
- Monitor and conduct site pre-planning and IEP meetings for school teams in accordance with federal and state regulations and procedures.
- Design and supervise the implementation of special education service delivery models across the district.
- Handle parent concerns and questions about special education programs or related issues.
- Provide consultation and guidance to the Educational Leaders and support staff in the interpretation and compliance of special education laws and procedures.
- Consult with Educational Leaders on a regular basis regarding topics such as caseloads, IEPs, student needs, parent requests, and staff development needs.
- Plan and implement innovative staff development on inclusive strategies for at-risk students and students with exceptional needs.
- Serve as a resource in the identification, selection, and use of instructional materials, curriculum, strategies, and methodologies to support special education students.
- Co-Facilitate with the Instructional Services Director the implementation of all intervention programs district-wide. Additionally, support the Regional Autism Program in modifying curriculum and infusing functional curriculum and Community Based Instruction for students with severe disabilities.
- Oversee the implementation of all low-incidence disability devices and support services.
- Provide instructional coaching to special education teachers, instructional aides, paraeducators, and support staff in providing inclusive strategies for students with exceptional needs.
- Monitor and conduct regular department meetings with Psychologists, Speech & Language Pathologists, SAI/RSP/SDC Teachers, and Nurses.
- Maintain all special education records and oversee all State and Federal compliance reporting for special education (including CASEMIS).
- Manage all compliance complaints and due process filings for special education.
- Coordinate and oversee all non-public agency/school and residential referrals.
- Coordinate and supervise all appropriate Child Find responsibilities.
- Plan, coordinate, and oversee all Extended School Year activities.

DIRECTOR, STUDENT SUPPORT SERVICES *(continued)*

- Other duties as assigned.

Student Services

- Plan, develop, and recommend programs and policies relating to student discipline, attendance, school safety, and other child welfare and attendance issues.
- Oversee the District's School Attendance Review Board policies and procedures.
- Collaborate and coordinate curriculum with the Instructional Services Director to provide resources and progress monitoring to ensure data-driven instruction and effective instructional programs for at-risk students.
- Support site-level Response to Instruction and Intervention programs.
- Coordinate procedures related to student exemption and exclusion.
- Oversee procedures regarding child abuse reporting.
- Coordinate procedures related to medical administrative procedures and mental health services.
- Provide assistance to site administrators regarding student attendance, discipline, and school safety.
- Oversee all health related services throughout the District, including supervision of School Nurses and Licensed Vocational Nurse.
- Serve as the District Foster Youth and McKinney-Vento Liaison and ensure legal compliance in serving those student populations.
- Develop and oversee all restorative justice policies, procedures, and practices as methods of inappropriate student behavior prevention and alternatives to suspension.
- Oversee all duties related to Student Study Team and Section 504 compliance.
- Other duties as assigned.

Supervision Exercised or Received

The Director, Student Support Services, is directly responsible to the Superintendent, within the guidelines of the District Evaluation Policy.

Qualifications

1. Credentials: Special Education Credential and/or Pupil Personnel Services Credential with School Psychology authorization. Administrative Services Credential.
2. Education: Master's Degree from accredited college or university.
3. Experience: Successful school and/or district level experience.
4. Personal: Possess mental and physical health and hygiene conducive to the high standards of the District.
5. Knowledge: Special education program development and implementation, staff development, curriculum instruction, special education law, PSST/SST, RtI², Individual Education Plans, and Behavior Intervention Plans.

DIRECTOR, STUDENT SUPPORT SERVICES *(continued)*

6. Ability: To lead, plan, organize, involve others, and manage.

7. Other: Valid California Drivers License and reliable transportation.

Period of Service: 225 workdays annually

Salary: Placement on the Management and Confidential Salary Schedule

Approved: