
DIRECTOR OF STUDENT SUPPORT SERVICES

JOB DESCRIPTION:

The Director of Student Support Services reports directly to the Superintendent. The Director of Student Support Services will supervise, coordinate, and ensure quality special education programs and services and psychological services; ensure compliance with state and Federal regulations in providing services for students with disabilities. The Director has staff relationships to the school principals and to the supervisors of the classified service and is a member of the Superintendent's Cabinet.

QUALIFICATIONS:

- Education: Any combination equivalent to: Graduation from an accredited college or university with a minimum of a bachelor's degree, an appropriate administrative credential.
- Desirable: Master's degree in a related field of study; possession of a special education credential; administrative experience in special education.
- Experience: Five years of experience in the field of special education and at least three years of increasingly responsible experience demonstrating knowledge of special education.
- Ability: Collaborate and work with staff in general education, school support, and professional development to provide quality programs and services. Represent the district in 504 hearings, special education mediations, and special education due process hearings. Monitor areas of non-compliance and support the implementation of corrective action strategies. Implement the use of computer software programs, hardware and other technology pertinent to the area of specialization. Demonstrate appropriate interpersonal relations skills using tact, patience and courtesy. Communicate effectively both orally and in writing with persons at various levels of understanding.
- Knowledge: Federal and State regulations of special education and 504 programs. General curriculum standards and strategies for adapting and modifying curriculum. Appropriate accommodations for standardized testing for students with disabilities and alternative assessments.

TYPICAL DUTIES:

1. Monitor and ensure the implementation of quality programs and services specified on individual education plans for students with disabilities.
2. Monitor and ensure compliance with state and federal regulations in providing services for students with disabilities.
3. Develop/revise special programs, policies and procedures for the district.
4. Coordinate the planning and implementation of professional development in collaboration with general education for administrators and teachers in the following areas: proper procedures for SSTs and IEP Teams, access to general curriculum standards, modifications and adaptations of curriculum, acceptable accommodations for standardized testing, and alternative assessments.
5. Represents the district in special education mediations, and special education due process hearings.

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6. Direct the district's health and safety services program.
7. Direct the district's English Language Learner programs.
8. Coordinate the district's Migrant Education Program in conjunction w/SJCOE.
9. Direct the district's Summer School programs.
10. Attend Board meetings to present required information and related reports as necessary.
11. Actively participate in the budget development process, providing necessary input to ensure that the educational needs of the district are addressed.
12. Supervise and evaluate the performance of assigned staff.
13. Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and implement best practices for students with disabilities, English Learners and others.
14. Assure compliance with applicable district policies, procedures and governmental regulations.
15. Apply applicable section of State Education Code and other applicable laws.
16. Serves as a member of the Superintendent's Cabinet, attends Board of Trustees' meeting as a member of the Superintendent's staff, and advises the Superintendent and Board on special education and student support services matters.
17. Perform special projects assigned by the Superintendent.
18. Perform related duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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| 1 Seldom = Less than 25% | 3 Often = 51-75% |
| 2 Occasional = 25-50% | 4 Very Frequent = 76% and above |

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| 4 | a. Ability to work at a desk, conference table or in meetings of various configurations |
| 4 | b. Ability to stand and circulate for extended periods of time |
| 4 | c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students |
| 4 | d. Ability to hear and understand speech at normal levels |
| 4 | e. Ability to communicate so others will be able to clearly understand normal conversation |
| 4 | f. Ability to bend and twist, kneel and stoop, run and crawl |
| 4 | g. Ability to reach in all directions |
| 2 | h. Ability to lift 25 pounds |
| 1 | i. Ability to carry 50 pounds |

Immediate Supervisor: Superintendent

Assignment: 220 days

Salary: Certificated Administrative Salary Schedule: Range 104