

Lake Shore Central Schools

Evans-Brant Central School District

Director of Pupil Personnel Services

JOB DESCRIPTION

JOB TITLE: Director of Pupil Personnel Services
REPORTS TO: Superintendent of Schools / Assistant Superintendent for Instruction
SUPERVISES: Special education teachers; paraprofessionals, along with building principals; Committees on Special Education; and other related service personnel

QUALIFICATIONS:

- 1) Appropriate NYS certification required, which includes a valid NYS certification in Special Education or related services, and a valid NYS certification as a School District Leader (formerly "School District Administrator").
- 2) At least six (6) years of successful experience as a professional in education is required. Prior administrative experience is preferred.

TERMS OF EMPLOYMENT: Twelve (12) months

EVALUATION: Performance of the Director of Pupil Personnel Services will be evaluated annually by the Superintendent or designee

ROLE: The Director of Pupil Personnel Services is responsible for special education programs along with monitoring and oversight of the budget and the following support services: speech therapy, occupational therapy, physical therapy, nursing, psychology, social work, special education (including teaching assistants, personal care aides, classroom aides, and clerical staff), supervision of Committees on Special Education, Committee on Preschool Special Education, and the school physicals. The Director of Pupil Personnel Services serves as Medicaid Compliance Officer and oversees services for English Language Learner/Multilingual Learner (ELL/MLL) and migrant students. The Director of Pupil Services works cooperatively with building principals and other district administrators and out of district agencies/providers.

JOB FUNCTIONS AND RESPONSIBILITIES:

Systems Management

Authority/Responsibilities

Manage and monitor all state and district web-based and software programs relative to special education information systems.

Representative Activities

- 1) Acts as a liaison with the State Education Department and prepares/submits various reports including STAC forms relative to student enrollment, attendance, state aid, etc.
- 2) Advises the Superintendent on the development of policies related to special education, migrant, health related issues, and ELL/MLL students.
- 3) Manages an effective system of data collection, data analysis, and data reporting as required by the State Education Department in the areas of special education, migrants, and ELL/MLL.
- 4) Oversees Medicaid billing systems and proper documentation of service providers.

Special Education

Authority/Responsibilities

Oversees and supervises the special education program of the District including the Committees on Special Education and the Committee on Preschool Special Education.

Representative Activities

- 1) Develops and manages the special education budget.
- 2) Prepares and monitors the District's three year special education plans.
- 3) Oversees the development and implementation of the special education program.
- 4) Prepares special education grant proposals.
- 5) Reviews and updates Board of Education policies, procedures and regulations as required by Parts 100 and 200 of the Commissioner Regulations.
- 6) Ensures that special education programs are consistent and compliant with all state rules and regulations.
- 7) Assists building principals in the instructional program as it relates to special education.
- 8) Assists the high school principal in the awarding of appropriate credentials to special education students (certificates, diplomas, etc.).
- 9) Maintains an accurate and current registration of all children with disabilities.
- 10) Oversees special education summer school program.
- 11) Assists the Assistant Superintendent for Instruction in the planning of professional development for all special education staff.
- 12) Serves as the Special Education liaison with BOCES and private agencies/schools.

Committees on Special Education/CPSE

Authority/Responsibilities

Supervises the Committees on Special Education and Committees on Preschool Special Education.

Representative Activities

- 1) Supervises the work of the Committees on Special Education and Committees on Preschool Special Education.
- 2) Maintains a record of all students with disabilities.
- 3) Coordinates the placement of all residents in private and/or public out-of-District programs.
- 4) Develops appropriate regulations and maintains a current CSE procedures guide.
- 5) Oversees the selection of special education staff.
- 6) Advises the Board of Education on the development of policies related to children with disabilities.
- 7) Develops educational programs for students with disabilities.

ELL/MLL Coordinator

- 1) Oversees program development for English Language Learner/Multilingual Learner (ELL/MLL) students.

Student Support Services

Authority/Responsibilities

Supervises, directs, monitors and evaluates the work of psychologists, therapists, teaching assistants, personal care aides, classroom aides, and health services (RNs, LPNs and school physician).

Representative Activities

- 1) Works closely with principals and counselors and relative staff to identify needs of at-risk students.
- 2) Supervises and evaluates the delivery of support services by psychologists and therapists and assists in the selection of these personnel.
- 3) Provides training and professional growth opportunities for the support staff.

Health Related Services

Authority/Responsibilities

Supervises, evaluates and directs the work of the school nurses (RNs), LPNs and school physician. Oversees the District's health related services.

Representative Activities

- 1) Assists in the selection of school nurses (RNs), LPNs and school physicians.
- 2) Advises the Superintendent on the development of policies related to health issues such as AIDS, etc. Maintains an up-to-date health services procedures manual for use by school nurses and the school physician.
- 3) Serves as a liaison with the Erie County and State Health Department.
- 4) Supervises and evaluates the health services program as provided by the school nurses and school physician.
- 5) Oversees the Director of Health Services in providing the appropriate data to State Education Department/Department of Health in the areas of immunizations, Body Mass Index (BMI) and current health issues.

Personnel, Supervision and Staff Development

Authority/Responsibilities

Supervises, evaluates and assists in the selection of personnel in the following areas: special education, health service (RNs, LPNs, and school physicians) speech, psychology, and other personnel involved in providing the continuum of services for students.

Representative Activities

- 1) Works cooperatively with building principals and other administrators.
- 2) Provides for in-service training for the pupil services staff of the District.

Grants

- 1) Prepares and oversees IDEA Grants (611/619)

Other

Performs other duties as may be assigned by the Superintendent or designee.