

Three Rivers Local School District Job Description

Title: DIRECTOR OF STUDENT SERVICES

Qualifications:

1. Master's Degree in Education required
2. Valid Ohio Administrative or Supervisor License and Ohio Special Education teaching License required
3. Three years teaching experience in the field of special education preferred
4. Good verbal, written and interpersonal communication skills
5. Public school supervisory experience preferred.

Reports to: **Director of Human Resources and Strategic Operations**

Job Goal(s): To provide leadership and direction for the special education programs, intervention supports, and the implementation of 504 policies and programs.

ESSENTIAL RESPONSIBILITIES:

1. Oversees child information management system procedures, identification, evaluation, IEP (Individualized Education Plan) development, placement and periodic review of children with disabilities who may need special education and related services.
2. Provides professional development opportunities to staff, parents, and administrators regarding the education of children with special needs.
3. Schedules, plans, and conducts district special education staff meetings as needed.
4. Manages roster verification in OTES.
5. Assists in the establishment and implementation of school policies and procedures relating to federal and state regulations governing special education including pre-school.
6. Assists in planning, preparing and managing program budgets.
7. Assists in preparing and managing the Comprehensive Continuous Improvement Plan (CCIP).
8. Participates in meetings regarding placement and services for students with disabilities.
9. Evaluates the strengths and weaknesses of the special services and various special education programs within the district.
10. Assists in ordering appropriate instructional materials and supplies for the special education staff.
11. Assists in parent conferences and development of IEP's to assure that appropriate special education services are being provided for students with disabilities.
12. Data entry of special education events into the student information system (DASL). Completing the events in SpS and tracking case loads and event expirations.

Director of Student Services

13. Provides information to school personnel regarding state and federal laws and regulations and other topics essential for the delivery of services to students with disabilities.
14. Assists, facilitates and, supports school improvement initiatives within the district.
15. Attends and serves as the district's representative for all special education placements, periodic review meetings and other special education issues made outside the district's boundary.
16. Reviews and recommends personnel changes, additions, and reductions.
17. Monitors tuition and reimbursement charges for special education students.
18. Monitors time sheets for special education support personnel.
19. Prepares and submits all special education state and federal reports including:
 - December Counts (Monitor EMIS Reports)
 - Reimbursement Forms
 - Unit Allocations
 - Unit Requests
 - Flo-Thru Budgets
 - Civil Rights Data Collection (CRDC) yearly report in accordance with Civil Rights 20 U.S.C. 3413(c)(1)
 - SF6 reporting
 - Catastrophic Aid
18. Stays current with federal and state laws governing Special Education and provides guidance at all levels to insure compliance.
19. Oversees the Health Clinic and is the direct supervisor of the School Nurse and Health Aides.
20. Serves as the District Testing Coordinator responsible for all State, Local and Federal testing requirements.
21. Responsible for the implementation and monitoring of instructional technology.
22. Coordinates and oversees all work for the Three Rivers After-Care Program including, but not limited to: staffing, budget, location, fees, parental correspondence and compliance.

ANCILLARY RESPONSIBILITIES

- 1.. Other duties as assigned by the Superintendent.

Terms of Employment

Length of contract and compensation will be determined by the Board of Education.

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Evaluation

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Director of HR/Operations.

Director of Student Services

[BOE approved: May 12, 2009]

[Revised: July 7, 2015]

[Revised: May 23, 2017]

I acknowledge receiving a copy of the Three Rivers Local School District **Director of Student Services** job description.

Employee signature

Date