

Narragansett School System

Fall 2012

TITLE: Director of Student Services
REPORTS TO: Superintendent of Schools
SUPERVISES: All Special Education Programming and Personnel

JOB DESCRIPTION:

To ensure the provision of a Free and Appropriate Public Education for children identified as disabled under IDEA.

MINIMUM QUALIFICATIONS:

- Rhode Island certified
- Ten years experience in special education teaching and/or student services
- Three years experience in special education administration preferred

DUTIES AND RESPONSIBILITIES:

Including but not limited to:

1. Promoting the educational development and well being of all students with special needs in the school district.
2. Working cooperatively with teachers, parents, and administrators to meet the needs of all students with special needs.
3. Keeping current and informed on laws, issues, and new developments related to special education.
4. Being responsible for initiating staff development programs as needed; particularly, to make provisions for the continuing professional growth of staff.
5. Overseeing 504 and ELL district programming, as well as being the point of contact for regular education students who are in need of educational services due to illness or residential placement.
6. Interviewing prospective candidates for open positions along with an interviewing team, and recommending to the Superintendent the best qualified candidate(s) for the job.
7. Observing, conferring with, and advising the Building Principal on the supervision of Special Education staff. Shares responsibility with the Building Principal relative to special education teacher evaluations.
8. Conducting staff meetings with the special education staff.

9. Presenting and communicating district needs to the Superintendent of Schools and School Committee with the recommendations for improvements or changes to local programming.
10. Ensuring compliance with state and federal regulations with regard to special education students.
11. Supporting school based initiatives such as RTI or PBIS.
12. Overseeing the scheduling of special education students in collaboration with the Building Principal.
13. Chairing or appointing a designee for the Evaluation Team and Individual Education Planning Meetings.
14. Coordinating the scheduling of special education staff in consultation with the Building Principal.
15. Facilitating meetings of the Special Education Advisory Committee along with the Chairperson and serving on that committee in a resource capacity.
16. Promoting parent engagement.
17. Attending regional and state Special Education Administrative meetings.
18. Facilitating the collection of census data related to special education students in the school system.
19. Collecting, analyzing, and disseminating student performance data relating to identified students.
20. Developing, conducting, and analyzing evaluation data relating to special education programs.
21. Using state performance data to address programmatic needs.
22. Identifying the needs of the special education programs; developing and implementing appropriate changes to programs.
23. Visiting and monitoring out-of-district placements.
24. Facilitating pre-school, Child Outreach, and other transition programs. Supervising and facilitating the implementation of related assessment tools.
25. Implementing all policies and regulations of the school system.

26. Preparing the special education budget as well as monitoring and implementation of the budget. Responsibility for expenditures in all budget accounts relating to the office of Student Services.
27. Coordinating transportation of students with disabilities, in collaboration with the Supervisor of Transportation.
28. Coordinating Assistive Technology modifications for students with disabilities, in collaboration with the Director of Technology.
29. Preparing and submitting, in a timely manner, applications for state and federal funding.
30. Preparing and submitting, in a timely manner, all required state and federal reports.
31. Filing written reports and information requested by the Superintendent.
32. Assisting the Superintendent in the implementation of yearly goals for the school system.
33. Executing other reasonable duties and responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve- (12) month work year at an annual salary and benefits as determined by the School Committee upon the recommendation of the Superintendent.