

AVONWORTH SCHOOL DISTRICT

Title: Director of Student Services
Department: Central Administration
Reports To: Superintendent
Term: 12 months, per Act 93 Contract

The Director of Student Services assists the administrative team in providing leadership, vision, strategic direction, and program development to achieve and maintain the best possible educational programs and services for all students with consistency and continuity when meeting individual student needs and enhancing programs and services. The Director will lead total operations and outcomes for counseling, student assistance, special education, gifted education, ESL, psychological, and health services.

QUALIFICATIONS

1. Valid Pennsylvania Certification in at least one of the following is required:
 - a. Supervisor Special Education (preferred)
 - b. Supervisor Pupil Personnel Service
 - c. Superintendent's Letter of Eligibility
2. A minimum of five (5) years of experience in special education is preferred, and three (3) years of experience in special education leadership is also preferred.
3. Strong knowledge of federal and state special education, ESL, and gifted laws, regulations, and standards.
4. Ability to make decisions aligned to federal, state, and local laws, guidelines, and policies.
5. Possesses management skills and experience directly involving the implementation of special populations programming.
6. Advanced working knowledge and skills using MS Office Suite and Google Suite are preferred. Knowledge of current school technology is also preferred.
7. Outstanding leadership, communication, and relationship-building skills.
8. Ability to work independently and in a team environment.
9. Supervision of teachers and other staff, preparing and maintaining ongoing instructional programs and supportive services.
10. Significant experience in and knowledge of special education procedures and policy.
11. Program vision and leadership for implementing best practices.
12. Effective problem-solving and data-driven decision-making skills.
13. Ability to support a culture of equity and belonging.
14. Strong interpersonal skills and ability to communicate professionally and positively.
15. Ability to assume responsibilities with minimal direct supervision.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The Director of Student Services must be capable of performing the following functions:

1. Development, coordination, evaluation, and supervision of K-12 counseling services, health services, special education programs, psychological services, English as a second language programs, student assistance programs, school-based mental health services, Title programs, homebound instruction, and residential treatment centers.
2. Ensures that the procedures for identifying students, developing individualized education plans, measuring student progress, and placing students are educationally sound, legally defensible, and implemented in accordance with federal and state laws and PA standards in order to effectively meet the needs of students served.
3. Oversees the maintenance of all student support services/special education records.
4. In collaboration with building principals, supports all special education staff, gifted/enrichment staff, English as a second language staff, special education paraprofessionals, school counselors, school psychologists, school social workers, and school nurses.
5. In collaboration with directors/coordinators, assists in planning and providing staff development services related to special education, gifted services, counseling services, health services, and related services.
6. Oversees contracted services and independent contractors, such as physicians, dentists, optometrists, psychologists, social workers, mental health personnel, occupational therapists, physical therapists, and AIU programs.
7. Advises building administrators, teachers, psychologists, nurses, counselors, and paraprofessionals relative to pupil services, special education, Section 504 services, gifted education, and the requirements of federal and state laws that apply to the education of students identified as Exceptional Children.
8. Coordinates and participates in preparing for resolution sessions with parents, including pre-hearing conferences, mediation, resolution meetings prior to due process hearings, and due process hearings.
9. Writing and developing Administrative Procedures for the Student Support Services Department.
10. Submits monthly leadership board reports.
11. Participates and collaborates in the development and execution of the District's strategic plan.
12. Develops the District's 339 and Special Education Comprehensive Plan with annual updates to the Bureau of Special Education.
13. Leads the annual review of the District's 339 Plan and facilitates necessary updates/revisions in collaboration with the counseling department.
14. Implements the strategic plan and goals as assigned.
15. Participation and submission of all PDE cyclical monitoring and PDE data reports.
16. Serves as the Local Education Agency Chair at IEP and placement meetings as needed.

17. Serves as liaison to the Allegheny Intermediate Unit and Bureau of Special Education.
18. Serves as the service coordinator for the 504 Protected Handicapped Act and the Americans with Disabilities Act.
19. Assists in recruiting, screening, hiring, and training special education and student support services staff.
20. Assists in selecting staff; assists in planning and implementing induction for teachers and paraprofessionals to ensure high-quality services.
21. Prepares and administers the operating budget of student support services and coordinates the proper submission of ACCESS funding.
22. Serves as an available resource to all District personnel on student services matters.
23. Attends all administrative team meetings, leadership team meetings, board meetings as needed, and AIU Liaison/Special Education Directors meetings.
24. Continues to grow professionally through activities such as study of current professional literature and participation in local, county, regional, and state meetings and conferences.
25. Performs other tasks and assumes other responsibilities that the Superintendent may assign.
26. Performs all duties and responsibilities in accordance with District requirements, Board policies, and state and federal laws.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the Director of Student Services will be required to follow any other job-related instructions and perform duties directed by the Superintendent or designee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNOLOGY SKILLS:

The candidate must have proficient computer skills and the ability to use current Avonworth School District technology as needed. The candidate must also be aware of and abide by district policy concerning the safety and appropriate use of technology. The candidate must demonstrate proficiency with Microsoft Office, the Google Platform, etc.

CONFIDENTIALITY:

Respect and maintain the confidentiality of student records, personnel records, personal communication, and family background information.

LANGUAGE SKILLS:

Ability to read, analyze, interpret, and communicate. Ability to effectively present information and respond to questions from groups of administrators, teachers, support personnel, and the general public.

MATHEMATICAL SKILLS:

Ability to understand and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as discounts, interest, and commissions. Ability to apply concepts of the instructional subject area.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Must be able to transport between school buildings. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.* It is essential that the employee can hear and speak to communicate effectively with the students, faculty, and others. The employee is frequently required to sit, stand, or walk. The employee also must be able to tell where a sound is coming from and hear in a noisy environment to provide effective guidance. Specific vision abilities, including close, distance, and peripheral vision, are required. The employee must be able to use his/her hands and arms for effective participation in the daily routine. The employee may occasionally lift objects weighing up to 50 pounds and/or push/pull objects of 100 pounds or more. The employee must have the physical dexterity to operate classroom equipment, such as computers, calculators, or projectors. The employee must be mobile to move about the school premises. In certain circumstances, the employee may be directly responsible for performing physical acts to protect students and/or others. Occasionally, this position requires the employee to work irregular or extended hours, meet multiple demands from several people, and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.* The noise level in the work environment is acceptable for this particular environment. However, the noise level can vary depending on daily activity but will remain within the acceptable noise level range. The employee continuously interacts with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people.

EVALUATION: Annual review by the Superintendent or designee in accordance with the Board policy and state regulations.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

***Clearances are required in accordance with School Code (Child Abuse, FBI, and Criminal Record)**