



Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION
Director of Student Services

5.0

ORGANIZATIONAL RELATIONSHIP

Reports and accounts to the District Administrator. Leads, supervises, and evaluates student services staff including special education, psychologists, social workers, and related support staff. Co-supervises, with building principals, those special education and student services staff assigned to specific buildings.

POSITION FUNCTION

Leads and assumes responsibility for all student services programs through planning, development, implementation, and evaluation of educational and support programs.

PERFORMANCE RESPONSIBILITIES

1. Assume responsibility for the development, implementation and general supervision of student service programs including development of short and long range goals.
2. Establish and implement procedures to ensure compliance with the rules, regulation and policies of the state and federal government, as well as those of the school district.
3. Work with the building principals in developing appropriate standards for assessment and instructional strategies for students with disabilities and monitor appropriateness of district assessments for students with disabilities.
4. Manage and oversee in-district student transfers, statewide open enrollment and student enrollment data. Work in conjunction with other district office staff to coordinate the use of this data.
5. Establish student placements when necessary.
6. Coordinate the District's Child Find screening programs.
7. Administer referrals of regular education students for early admission, advancement from grade to grade and transfers involving disciplinary cases.
8. Provide leadership for programs to identify, assess and place students with disabilities.
9. Plan programs to identify, screen, refer and evaluate through the student services team and IEP-team process, students needing supportive educational services and place students into a program which best meets student's individual educational needs.
10. Supervise the activities of IEP-team coordinators to assure consistency in the decision-making process.
11. Assist the transportation vendor in establishing appropriate transportation for students in special education programs.
12. Coordinate assessment and placement services for students attending private schools and make recommendations for enrollment requests for students from other districts for placement in the School District of Waupaca education programs.
13. Serve as a consultant to the District Administrator, School Board, administrators, district personnel and community agencies in matters relative to special education and student services.
14. Keep abreast of current research, innovations and trends in the areas of special education and student services and provide pertinent information through in-services to staff.

15. Assist in recruiting, screening, interviewing and recommending new personnel.
16. Supervise and evaluate assigned employees according to district policy and the employee agreements.
17. Plan and prepare comprehensive budget documents for currently operating and proposed special education and pupil services programs.
18. Assist in or prepare state and federal reporting documents and grant proposals for submission to the appropriate state and/or federal agency.
19. Coordinate procedures and policies for special education student's dealing with absences, truancy, student discipline, student rights and responsibilities; as well as coordinating efforts with community agencies.
20. Serve as district homeless liaison.
21. Coordinate children At-risk, incarcerated youth, suicide prevention, and alcohol and other drug planning and program implementation.
22. Assumes additional responsibilities as assigned by the District Administrator.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

QUALIFICATIONS

1. **Education**
 - Master's Degree or higher from an accredited college or university is required.
 - Must be certified under requirements of the Wisconsin Department of Public Instruction as a Director of Special Education (80).
 - At least three years experience working in a student services or special education related position.
2. **Knowledge of**
 - Assessment practices including summative and formative assessments.
 - Analysis of data.
3. **Ability to**
 - Work with colleagues on analyzing data.
 - Set action plans.
 - Organize ideas and present them with clarity and conciseness.
 - Establish and maintain work relationships based on mutual confidence and respect.
 - Identify problems and their resolutions.
 - Demonstrate sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.
 - Effectively supervise and evaluate assigned personnel.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle working with various materials and objects are important aspects of this job.
- The noise level in the work environment is usually moderate. The employee is frequently required to interact with the public and other staff.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

As determined by the administrative handbook.

REVISED: 02.09.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. If you have questions or concerns, please call 715.258.4121.