

DIRECTOR OF STUDENT SUPPORT SERVICES**DEFINITION**

Under the direction of the Superintendent or designee, plans, organizes, directs, and evaluates Special Education and Student Services programs; assists in the planning, development, implementation, maintenance, and evaluation of Special Education and Student Services related operational policies and regulations; ensures compliance with District, County, and SELPA policies and mandates, State and Federal laws, IDEA, and codes and regulations; maintains student files and records; supervises, trains, and evaluates all assigned personnel; plans, organizes, directs, and evaluates budget development and monitoring utilizing strategies to ensure budgetary responsibility and compliance; and performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent of Instruction

DISTINGUISHING CHARACTERISTICS

The Director of Student Support Services requires specialized subject matter expertise in Special Education, Student Services, and Child Welfare and Attendance. Knowledge is applied to personnel management from established District, County, and State guidelines with assistance of the Human Resources Department. Under general administrative direction, the Director of Student Support Services makes decisions of critical consequence, impacting operations of the organization; has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of the work performed by professional, technical, and clerical employees in the areas of Special Education and Student Services; meets with the Superintendent and Assistant Superintendents, SELPA, State Department of Education, and other policy makers, as well as internal staff for the purpose of planning and directing activities, implementing decisions, justifying and defending decisions, negotiating service contracts, and arriving at alternative solutions to program and project problems, issues, and concerns.

EXAMPLE OF DUTIES

- Selects, trains, manages, directs, supervises, and evaluates the performance of assigned specified program and cross-divisional professional, technical, and clerical personnel.
- Communicates frequently with all District stakeholders and other agencies and organizations by coordinating and developing means of exchanging information to coordinate activities and programs, resolve issues and conflicts, and facilitate the efficient use of resources.
- Supervises, reviews, and evaluates the District's independent study program, home hospital program, and individual independent study contracts.
- Prepares and delivers oral and written reports, recommendations, and presentations regarding Special Education and Student Services to variety of audiences including: the Board, committees, parents, community, SELPA, County Office of Education, State agencies, etc.
- Attends Board meetings and prepares agenda items and reports and provides technical information to the Board as requested by the Superintendent or designee; reviews and presents Board items affecting Special Education and Student Services; updates the Board in Closed Session regarding confidential student issues as needed.
- Collaborates, develops, and monitors department annual budgets based on assessed needs, District philosophy, and State and Federal law and regulations in consultation with the Superintendent and Assistant Superintendent, Business Services.
- Performs other related duties as assigned.

SPECIAL EDUCATION

- Directs the operation, implementation, and compliance evaluation of the Saugus Union School District Special Education and Section 504, including Extended School Year (ESY), programs in accordance with state and federal laws, District regulations, employee contracts, and other specially funded program requirements.
- Develops and implements short and long-range plans to enhance existing programs and introduce new programs in alignment with the mission, strategic plan, goals, objectives, and policies of the Board of Education and District.
- Supervises, coordinates, and allocates special education staff, programs, resources, and budgets.
- Designs, plans, directs, and coordinates continuing department professional development with the assistance of the Assistant Superintendent of Instruction in special education laws and regulations, compliance issues, corrective actions, program development, effective learning strategies for various students, and related functions.
- Works cooperatively with site and District administrators to ensure the effective integration of student support services within general and special education intervention programs.
- Coordinates and manages the District Individualized Education Plan (IEP) procedures, including monitoring compliance issues, meeting notification process, and District level IEP transfers.
- Participates in IEP development, monitoring, and computerized software use with respect to goals, objectives, and agreed upon services
- Serves as district representative to the Santa Clarita Valley Special Education Local Plan Area (SELPA); assumes responsibility for Regional Programs operated by the District and collaborates with other providers in the SELPA.
- Directly supervises and evaluates coordinators, program specialists, adaptive PE and Physical/Occupational Therapists with input from site Administrators. Assists site administrators with the evaluation of special education personnel as needed.
- Coordinates, monitors, and recommends approval of services for students placed in nonpublic schools and/or agencies including monitoring educational services and preparation of master and individual contracts.
- Acts as a community liaison and approves and coordinates referrals with other agencies involved in special education including but not limited to the Department of Mental Health, Regional Center, and independent service providers.
- Prepares for and participates in due process resolution, mediation, and hearings.

STUDENT SERVICES

- Supervises, coordinates, and allocates support services staff, programs, resources, and budgets including health services, child welfare and attendance, and SARB.
- Assures that site administration implements practices and legal requirements related to health, safety, welfare, and attendance of students.
- Directs the evaluation of the effectiveness of Student Services programs and prepares reports for a variety of audiences at the direction of the Superintendent and/or designee.
- Implements inter/intra-district transfer process and appeals, and maintains records of transfers in collaboration with the Business Services Department.
- Facilitates the resolution of parent complaints regarding student intervention programs and with non-compliance and due process investigations.
- Participates in recruitment, provides administrative supervision, and assists in the evaluation of District psychologists, nurses, elementary school counselors, and interns.

- Implements, directs, and evaluates the District's nurse and the District's health services programs and requirements.
- Serves as a liaison for homeless and foster youth.
- Serves as District administrative coordinator for the implementation and maintenance of Title IX student issues, Section 504, Americans with Disabilities Act (ADA), and custodian of student records.
- Attends and conducts meetings, State and regional conferences and workshops to remain current on all issues relating to student services issues.
- Maintains close and effective working relationships among Federal, State, and County agencies; other school districts; community and non-profit organizations; the community and public; and other organizations that work in conjunction with the District.
- Prepares consultant contracts.
- Performs other related duties as assigned.

QUALIFICATIONS GUIDE

EDUCATION

- Equivalent to a Master's Degree in Education or a closely related field from an institute of higher education accredited by one of the six regional accreditation associations as recognized by the Council on Postsecondary Education.

EXPERIENCE

- Six or more years of comprehensive, directly related, and progressive experience, including three years of administrative experience in the specified program area.

LICENSES AND CERTIFICATES

- Possess a valid California Teaching Credential
- Possess a valid California Administrative Services Credential
- A valid California Drivers' License and evidence of appropriate insurance is required.

KNOWLEDGE OF

- Principles, trends, methods, strategies, practices, and procedures pertaining to Special Education and Student Services, including instruction, assessment, and resource allocations.
- State and Federal educational program requirements.
- Special Education and Student Services programs laws, codes, rules, and regulations related to area of responsibility.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures, and financial and statistical record-keeping techniques.
- Effective personnel management principles.
- Modern data management, storage, and retrieval systems.
- Effective communication and public and human relations strategies, methods, and techniques.
- Effective classroom, behavioral, and instructional practices.

ABILITY TO

- Plan, organize, direct, and manage a comprehensive student and educational services system.
- Assure compliance with applicable District policies, regulations, rules, and procedures and State and Federal laws, codes, and regulations.
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Maintain confidentiality of records and privileged communications.
- Accurately interpret and administer legal mandates, policies, and regulations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Effectively serve as a resource to the Superintendent, administration, and employees pertaining to Special Education and Student Services related issues.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise, and evaluate assigned staff.
- Prepare, administer, and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records, and generate reports.
- Plan, coordinate, and provide staff training.
- Provide leadership and stability for continuity of services.
- Coach, encourage, and provide personal growth opportunities for assigned personnel.
- Drive a vehicle to carry out duties and responsibilities of the position.

ESSENTIAL JOB FUNCTIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to conduct verbal conversation.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, and kneel, bend, and walk.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to 25 pounds.
- Able to carry up to 25 pounds.
- Able to operate office machines and equipment in a safe and effective manner.
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all

inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.