

DeForest Area School District
Administrative Regulation

TITLE: <p style="text-align: center;">DIRECTOR OF STUDENT SERVICES JOB DESCRIPTION</p>	NUMBER: AR 3.3d(1f)
<i>Executive Limitation: EL 3 – Treatment of Staff (3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 3/01/08 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Supervises: Nurses, Psychologists and Social Workers along with the pupil services administrative assistant and support personnel. Provides coordination and direction to District student intervention services (e.g. counselors and at-risk personnel.)

Qualifications: Master’s Degree in Special Education (minimum); certification as a District Administrator or Director of Special Education and Pupil Services (license #80). Three years of successful experience as an Administrator or other experience deemed equivalent . Demonstrated leadership, organizational and communication skills.

Duties and Responsibilities:

- Assist the District Administrator in the supervision, evaluation, and direction of the administrative staff in the areas of Pupil Services.
- Act as a resource person for building level administrators on the staff evaluation process, as it pertains to special education and related pupil services areas.
- Assist in the screening, recruitment, and appointment of special education/pupil services personnel.
- Assist in the formulation of the district pupil services budget.
- Administer staff needs assessment and implementation of special education staff development programs for the professional, support and administrative staff.
- Coordinate activities/documentation in an effort to maintain district compliance to State and Federal Standards.
- Coordinate and evaluate special education tuition and 66:30 agreements with other districts.
- Disseminate and promote innovative and creative teaching ideas/strategies to staff based on research and best practice.
- Prepare and submit all annual reports required by the Wisconsin Department of Public Instruction.
- Work with other administrative staff in the development of program improvements to better meet the individual educational needs of all students.
- Coordinate the development of district goals, philosophies and policies related to pupil services.
- Coordinate district goal setting and reporting for public disclosure.
- Coordinate and conduct program evaluations and needs assessments.
- Coordinate the Wisconsin Student Assessment testing and other K-12 testing or screening programs and evaluation, and report the data to the Board of Education.
- Assist and/or initiate state and/or federal grant proposals beneficial to the district.
- Promote articulation between school and community and foster positive home/school relationships.
- Performs other duties deemed appropriate and assigned by the Superintendent