

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

1. Master's degree or higher from an accredited educational institution.
2. Certification in Educational Leadership or certification/licensure/degree in student services related field.
3. A minimum of five (5) years' experience in public education, part of which must have been in teaching and/or supervising in the field of Special Education.
4. A minimum of five (5) years' experience with IDEA, Section 504, and persons with disabilities and/or handicaps and other related Special Education conditions.
5. Satisfactory criminal background check and drug screening.

REPORTS TO: Supervisor of Instruction and Curriculum

SUPERVISES: Assigned Personnel

POSITION GOALS

Responsible for building capacity and providing supports for schools that are consistent with and supportive of the District's vision, mission, and strategic plan. This includes directing exceptional student education and student services programs, and ensuring all IDEA policies and procedures are implemented to meet federal, state, and local and regulations. This position works with school principals and designated Coordinator(s) of Instructional Support in the planning, implementing, and coordinating services with regular school programs and activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current trends and research in exceptional student education. Knowledge of issues related to exceptional education curriculum and instructional techniques. Knowledge of related federal, state, and local rules, regulations, statutes, and policies, including Florida health law and Child and Family Services regulations. Ability to analyze data and use data-driven decision making to implement effective programs. Ability to read and interpret journals, articles, research studies, Florida statutes, state Board rules, and school Board policies. Knowledge of assessment systems. Ability to work collaboratively with others and facilitate groups to consensus. Ability to communicate effectively with a variety of audiences, orally and in writing,

including electronic media. Knowledge of and experience with personal computers and programs, such as word processing programs, spreadsheets, and databases. Ability to work cooperatively with local and state agencies to coordinate services for students and families. Knowledge and experience to design, implement and supervise a full range of psychological services within the MTSS model.

PERFORMANCE RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Students with Disabilities

1. Plan, organize, and coordinate activities related to various areas of exceptional student education to ensure quality services are provided to meet students' needs.
2. Collaborate with district staff and school administrators to establish and implement research-based instructional and curriculum design for students with disabilities.
3. Assist with alignment of curriculum, assessment and instruction to district goals and state standards.
4. Collect, analyze and interpret data and performance measures for dissemination to improve the delivery of services for students with disabilities.
5. Support school administrators in identifying and implementing effective research-based strategies, and assist with professional development activities aimed at improving student achievement.
6. Assist with the development of policies and procedures and provide technical assistance to ensure implementation and compliance with federal, state, and local rules, regulations, and statutes that apply to exceptional student education, including Board policies, in the assigned area(s)
7. Assist with the preparation and recommendation of FTE projections and staffing model recommendations in collaboration with school administrators to maximize FTE.
8. Assist with the preparation and monitoring of all required reports for federal and state reporting.
9. Recommend, coordinate, deliver, and evaluate professional development activities in the assigned area and for assigned staff.
10. Supervise and evaluate assigned personnel through the use of the professional growth system.
11. Respond to inquiries or concerns in a timely manner.
12. Recommend cooperative agreements and programs with other county agencies and non-profit groups.
13. Participate in school advisory, business, and community groups and activities; serve on committees and councils; and develop community partnerships to support the District's vision, mission, goals and strategic priorities.
14. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
15. Perform other duties as assigned.

Student and Psychological Services

16. Plan, organize, and coordinate activities related to various areas of student and psychological services to ensure quality services are provided to meet students' needs.
17. Collaborate with district staff and school administrators to establish and implement research-based student and psychological services.
18. Assist with alignment of student and psychological services to curriculum, assessment, and instruction.
19. Collect, analyze and interpret data and performance measures for dissemination to improve the delivery of student and psychological services.
20. Support school administrators in identifying and implementing effective research-based strategies, and assist with professional development activities aimed at improving student achievement.
21. Assist with the development of policies and procedures and provide technical assistance to ensure implementation and compliance with federal, state, and local rules, regulations, and statutes that apply to student services, including Board policies, in the assigned area(s).
22. Assist with the preparation and recommendation of FTE projections and staffing model recommendations in collaboration with school administrators to maximize FTE.
23. Assist with preparing and monitoring all required reports for federal and state reporting.
24. Recommend, coordinate, deliver, and evaluate professional development activities in the assigned area and for assigned staff.
25. Supervise and evaluate assigned personnel through the use of the professional growth system.
26. Respond to inquiries or concerns in a timely manner.
27. Recommend cooperative agreements and programs with other county agencies and non-profit groups.
28. Participate in school advisory, business, and community groups and activities; serve on committees and councils; and develop community partnerships to support the District's vision, mission, goals and strategic priorities.
29. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
30. Perform other duties as assigned.

Compliance/Resolution

31. Plan, organize, and coordinate activities related to various areas of compliance to ensure quality services are provided to meet students' needs.
32. Collaborate with district staff and school administrators to implement and monitor the alignment of instructional and curriculum design, as well as federal, state and local mandates.
33. Assist with alignment of student support services to curriculum, assessment, and instruction.
34. Collect, analyze and interpret data and performance measures for dissemination to improve compliance with federal, state, and local rules, regulations, and statutes and ensure equal access and equity for students.
35. Support school administrators in identifying and implementing effective research-based strategies, and assist with professional development activities aimed at improving student achievement.

36. Assist with the development of policies and procedures and provide technical assistance to ensure compliance with federal, state, and local rules, regulations, and statutes.
37. Assist with the preparation and recommendation of FTE projections and staffing model recommendations in collaboration with school administrators to maximize FTE.
38. Assist with preparing and monitoring all required reports for federal and state reporting.
39. Recommend, coordinate, deliver, and evaluate professional development activities in the assigned area and for assigned staff.
40. Supervise and evaluate assigned personnel through the use of the professional growth system.
41. Respond to inquiries or concerns in a timely manner.
42. Recommend cooperative agreements and programs with other county agencies and non-profit groups.
43. Participate in school advisory, business, and community groups and activities; serve on committees and councils; and develop community partnerships to support the District's vision, mission, goals and strategic priorities.
44. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
45. Perform other duties as assigned.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Job Description Supplement 07

TERMS OF EMPLOYMENT: Twelve months and 7 ½ hours per day. Salary to be based on the Board adopted Administrative Salary Schedule: Pay Grade 11.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.