

Job Title: **Student Support Services, Director**
 Job Family: **Certified**
 Pay Program: **Administrative**

Job Code: **3026**
 FLSA Status: **Ex - Adm**
 Pay Range: **L 14**
 Work Year: **12 months**

SUMMARY: Responsible for leading and providing knowledge, guidance, and support of building level administrators and Student Support Services staff for students with special learning and behavioral challenges in the area of professional development, programming, and service delivery to increase student achievement. Create and monitor Student Support Services budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and provide knowledge, guidance, and support to building level administrators and Student Support Services staff, including Coordinators, district specialists and itinerant special education providers, for students with special learning and behavioral challenges in the areas of professional development, programming, and service delivery to increase student achievement. Provide best practice in instructional practices and legal issues related to serving students with special education needs. Establish and monitor a supervisory and accountability structure for itinerant special education staff and office staff. Oversee the hiring of all specialized instructional staff as determined by need and budget.	D	25%
2. Create and implement structures for collaboration with individual providers, teams and building level administrators to ensure quality programming for students with special needs in accordance with district, state and federal guidelines. Lead the planning, implementation and evaluation of new programs and/or the modification of existing programs to meet the unique learning needs of students, including the promotion of least restrictive placement options whenever possible. Provide leadership to student support services specialists, mental health professionals and coordinators to assure consistent provision of all other related services district wide. Allocate resources based on programming needs. Actively participate in the implementation of the district's vision for student achievement.	D	25%
3. Facilitate communication with various departments, including but not limited to: Special Education, Gifted & Talented, Safe & Drug Free, Prevention/Intervention, Learning Services, Human Resource and Business Services as well as with the Adams 12 Five Star Schools Board of Education, community and the superintendent. Act as a resource to district administrators.	D	10%
4. Maintain oversight for Individuals with Disabilities Education Act (IDEA) and Every Student Succeeds Act (ESSA) compliance for populations within Student Support Services. Develop and monitor professional development activities focusing on district, state and federal IDEA and ESSA requirements related to serving students with disabilities.	M	10%
5. Establish and monitor a supervisory and accountability structure for special education services in district charter and private schools.	W	10%
6. Supervise/support coordinators, specialists and office staff.	D	10%
7. Develop, implement and monitor yearly FTE allocations and para educator hours to ensure compliance and equity of resources. Develop and monitor district budgets to meet the required needs of the disabled student population. Assist in the preparation and submission of all reports required for state and federal government.	A	5%
8. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in Education plus additional course work required for certification or licensure.
- Minimum of five (5) years of experience in the field of public school education.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Administrator license with Special Education Director endorsement.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of legal issues and requirements related to special education.
- Knowledge of special education programs and services.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to discipline and curriculum implementation.
- Effective oral and written communication skills.
- Word-processing skills and knowledge of student information systems such as SASI and Excent.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE-Elementary	# of EMPLOYEES	JOB CODE
Direct reports:	Student Support Services Coordinator	3-5	4120
	Spec Ed Instructional Program Specialist	1-3	1740IN
	Autism Specialist	1-2	1700AS
	Teacher on Special Assignment	1-3	0050TS
	Spec Ed Instructional Specialist-Elem	1	1700IN
	Behavior Specialist	1	5027
	POSITION TITLE-Secondary	# of EMPLOYEES	JOB CODE
Direct reports:	Student Support Services Coordinator	2-3	4120
	Mental Health Specialist	1-3	1700MH
	Behavior Specialist	3	5027
	Spec Ed Instructional Specialist-Secondary	1	1700IN

- Supervisory responsibilities include hiring, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for Special Education, IDEA and Medicaid Program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X			
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	