

Pine Valley Central School District

JOB DESCRIPTION: Director of Student Personnel Services

RESPONSIBILITIES:

Special Education:

- Provides the leadership for the education of students with special needs;
- Provides for the leadership and direction for the Committee on Special Education (CSE), Preschool Committee on Special Education, and 504 Committee;
- Ensures compliance with the Part 200 Regulations and IDEA Legislation;
- Provides for the coordination of services and information between the District and other agencies or institutions;
- Develops, directs, and evaluates District plans, programs and services for students with disabilities and promotes change where appropriate to improve student performance;
- Assists in the continuous evaluation of the curriculum and instructional programs in relation to attainment and learning goals;
- Assists in the planning and the coordinating of professional development as appropriate;
- Serves as a resource person to assist teachers and support services staff in the areas of instruction and curriculum;
- Interprets the student personnel services program to parents and other concerned groups or agencies;
- Serves as a district liaison with BOCES, SED and Federal agencies regarding student personnel services;
- Assists in the preparation and management of a budget related to special education and support services;
- Meets regularly with student personnel services by discipline or jointly as circumstances warrant;
- Maintains records and prepares plans and reports relating to areas of responsibility;
- Serves as designee of the superintendent of schools for conducting hearings related to student discipline, and determinations of residency;
- Fulfills all responsibilities in accordance with applicable law, regulation and policy, as well as informed professional practice;
- Supervises and evaluates staff in conjunction with the building principals;
- Assists in the screening, hiring and assignment of special education and related support services staff;
- Assumes duties and responsibilities as deemed necessary by the superintendent of schools.

School Psychology and Social Work Services:

- Directs individual psychological evaluations including the identification, diagnosis, follow-up and referral of students with learning and adjustment problems;
- Directs a program of short term and crisis counseling services for students; and
- Supervises and evaluates staff in conjunction with the building principals.

School Counseling Services

- Coordinates the development and maintenance of the District School Counseling Plan;
- Reviews, and with principals, evaluates District school counseling programs;
- Coordinates the articulation of school counseling, K-12; and
- Supervises and evaluates staff in conjunction with the building principals.

Speech Therapy

- Directs the delivery and allocation of services; and
- Supervises and evaluates staff in conjunction with the building principals.

Occupational and Physical Therapy

- Directs the delivery and allocation of services.

Alternative Education

- Assumes responsibility for alternative education services.

Temporary Home/Homeless Instruction

- Implements District policies regarding the provision of home instruction. This includes the determination of eligibility, consultation with the school physician, supervision of home tutor assignments, and follow-up regarding continued eligibility.

Compensatory Education and Academic Intervention Services

- Directs the delivery and allocation of services;
- Coordinates referrals from Child Study Teams (is a member of each CST);
- Coordinates AIS services K-12; and
- Supervises and evaluates staff in conjunction with the building principals.

Grants

- Writes and administers state and federal grants in areas such as NCLB Consolidated Plan, special education and student support services with assistance from the elementary principal.

Data Management

- Responsible for verifying the integrity of data submitted;
- Coordinates submission of all district data;
- Communicates assessment data to staff to improve student achievement.

General Administration

- Assists building principals in supervision of activities;
- Assists buildings principals in addressing student behavioral matters;
- Assists in curriculum development;
- Assists in graduation exercises;
- Serves as chairperson of CSE, CPSE, 504 and other committees as designated by the Superintendent.