
Position Title: Director of Pupil Services
Qualifications: Wisconsin DPI Certification 5080
Department: District
Reports To: Superintendent

I. Summary: The Director of Pupil Services shall be the educational leader and supervisor of the district special education and school nursing programs. Shall be responsible for education for programs that meet the full range of exceptional educational student needs, school nursing and school psychology services for the district.

II. Essential Duties and Responsibilities:

- A. Be the custodian of all district special education records.
- B. Supervise the special education evaluation process and the development of Individual Education Plans (IEPs) for qualifying students.
- C. Obtain and monitor tuition agreements with vendors and school districts.
- D. Supervise related services for OT, PT, HI, VI, Specialized Adaptive PE, home bound instruction.
- F. Conduct regular special education staff meetings.
- G. Participate in regular pupil services staff meetings at all levels and administrative team meetings.
- H. Remain up to date and inform the district and building administrators of all DPI statutory, fiscal, and management requirements concerning special education.
- I. Participate in the recruitment and selection of all special education, school nursing, and school psychologist personnel.
- J. Complete federal and state reports required for reimbursement for special education and Medicaid.
- K. Plan and administer the Fund 27 budget(s) and bill for cooperative and district special education programs.
- L. Work collaboratively with building principals on evaluations of all special education staff and complete other assigned staff valuations.
- M. Develop and coordinate "Non-Discrimination" policies and serve as the district contact person.
- N. Coordinate the "School Age Parent" and nursing program.
- O. Coordinate the district's Title IX plan.
- P. Coordinate English Language Learners evaluation process, program delivery, and associated evaluations.
- Q. Coordinate Section 504 plans and procedures.

- R. Provide leadership in the planning and allocation of district resources and ensure procedural safeguards in the IEP evaluation process.
- S. Recommend policies and procedures related to pupil services and special education students to the Policy Committee.
- T. Prepare documentation that will provide assurance that the district is compliance with state and federal legislation relating to Pupil Services.
- U. Provide communication and staff development including Individuals with Disabilities Act (IDEA) procedural requirements.
- V. Work with parents of special education children to assist them in understanding and fulfilling their role and responsibility in the education of their child.
- W. Receive, investigate, mediate, and process complaints under the IDEA and Section 504 of the Rehabilitation Act of 1973.
- X. Develop staffing plans related to pupil services in coordination with building principals.
- Y. Work with the Curriculum Director to provide opportunities for special education and regular education staff development.
- Z. Interpret and apply state/federal statutes, rules and regulations related to pupil services.
- AA. Lead and direct the district Open Enrollment process and compliance.
- BB. Lead and direct district services for Homeless families and Homebound students.
- CC. Assist in the screening of all teacher candidates.
- DD. Lead and direct pupil services staff in terms of staff development.
- EE. Perform all such other duties as assigned by the Superintendent.
- FF. Be knowledgeable of and follow all district policies.
- GG. Courteously and effectively work with students, staff, administrators, vendors and the public at all times.

III. Supervisory Responsibilities:

Cooperate with the building principals to supervise the special education staff. Cooperate with CESA administration to supervise independently contracted personnel. Supervise the Pupil Services Administrative Assistant, speech teachers, district School Psychologists, Physical Therapist, and School Nursing staff.

IV. Qualification Requirements:

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.

- A. Education and/or Experience
Master's of Science degree in education as a Director of Special Education and Pupil Services.
- B. Certificates, Licenses, Registrations:
WI Cert. #5080 - Director of Special Education and Pupil Services.
- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.
- D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.
- F. Technology Skills:
 1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
 2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
- G. Physical Demands:
 1. The physical demands described here 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.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

H. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.

REVISED: August 9, 2010

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