

SOUTH SIOUX CITY COMMUNITY SCHOOLS

DIRECTOR OF STUDENT SERVICES

Reports to:	Assistant Superintendent
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	Days according to school calendar as approved by board policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

The Director of Student Services plans directs and coordinates the district's student assistance programs, the special education services, health services, diagnostic services, At-risk education programs and programs for gifted and talented students.

PERFORMANCE RESPONSIBILITIES

- Provides leadership in evaluating and improving special education programs throughout the district.
- Assists principals in the evaluation of all personnel under her/his supervision as requested.
- Provides leadership in improving school and parent communications.
- Provides direction and support to staff in meeting all federal and state mandates.
- Administers district policies and procedures for the purpose of identifying and serving children with disabilities and gifted and talented children.
- Oversees psychological and other student evaluations.
- Assumes responsibility for proper notification of parents/guardians prior to any evaluation, MDT IEP or other meetings regarding potential identification, placement or provision of special services to students.
- Participates in MDT, IEP or other meetings as the district's administrator when appropriate.
- Represents the district in meetings and conferences regarding student assistance, special education, at-risk education, health and gifted and talented education programs and services as approved by the superintendent or assistant superintendent.
- Administers and directs a system for maintaining special education student records that meet state and federal requirements.
- Reports to the Board periodically on all matters related to special education, health services, alternative education and gifted and talented education as directed by the superintendent or assistant superintendent.
- Arranges for the timely and prudent completion of all local, state and federal reports related to the programs he/she oversees.
- Assists in the preparation of the special education "Plan and Budget" and "Final Financial".
- Oversees the administration of the school district's 504 plan.
- In conjunction with other directors coordinates early intervention services as it relates to the position.
- Administers and supervises the district's pre-K/12 guidance program.
- Informs the assistant superintendent of potential problems and pending recommendations.
- Provide input to the Assistant Superintendent and Director of Curriculum, Instruction and Assessment to assist in planning professional development for all staff.
- Coordinate all curriculum, instruction and assessment activities with the director of curriculum, instruction and assessment.
- Other duties as may be pertinent to the position and assigned by the superintendent or assistant superintendent.

EDUCATION AND/OR EXPERIENCE

- Valid Nebraska Administrative and Supervisory Certificate and an endorsement in one or more areas of special education.
- Master's Degree
- Experience in teaching and building administration
- Such alternatives to the above qualifications as the board may deem appropriate and acceptable.

SUPERVISES

- All district special education personnel and personnel contracted through other agencies during the time engaged in job responsibilities directly or indirectly related to the district's Special Education Program.
- SAT/504 Coordinators.
- Psychologists
- Counselors
- At-risk personnel
- TAG
- School nurses

Physical Requirements Director of Student Services		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
Stamina						
1. Sitting					X	
2. Walking					X	
3. Standing			X			
4. Sprinting/Running		X				
Flexibility						
5. Bending or twisting at the neck more than the average person			X			
6. Bending or twisting at the trunk more than the average person			X			
7. Squatting/Stooping/Kneeling			X			
8. Reaching above the head			X			
9. Reaching forward			X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
Activities						
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X				
12. Hand/grip strength		X				
13. Driving on the job				X		
14. Typing non-stop			X			
Use of Arms and Hands						
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X			
16. Finger dexterity (typing or putting a nut on a bolt)			X			
Lifting Requirements						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist		X				

Waist to shoulder	X				
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds	X				
24. 51 to 75 pounds	X				
25. 76 to 90 pounds	X				
Carrying					
26. 10 to 25 pounds		X			
27. 26 to 50 pounds	X				
28. 51 to 75 pounds	X				
29. 76 to 90 pounds	X				