

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: **DIRECTOR OF OFFICE OF SUPPORT SERVICES**

QUALIFICATIONS:

Bachelor's Degree in Special Education or in General Education with an endorsement in Special Education.

Master's Degree in Education and hold or be eligible for endorsement in Administration and Supervision (Level 1)

Three - five years teaching experience in Special Education

Leadership qualities and personal characteristics necessary for working with students, staff members, administrators, and parents

Training and/or experience in administering special education programs

REPORTS TO: Assistant Superintendent for Instructional Services

SUPERVISES: School guidance counselors, support services specialist, school psychologists, school social worker, educational diagnostician, occupational therapist, physical therapists, school nurses, teachers for children with vision impairment including blindness, teachers for children with hearing impairments including deafness, early childhood special education teachers, Family Resource Center coordinator, and attendance officer

JOB GOAL: Responsible for providing coordination of the special education program division wide; providing leadership for all special education programs, guidance and counseling programs, homebound instruction, and alternative education programs. Also responsible for residency investigation, enforcement of compulsory attendance, Title IX compliance, division records management, School Health services and homebound instruction. To provide professional development and support to general education teachers and administrators in assisting them to increase their knowledge and understanding of special education laws/regulations; research-based instructional methodologies; and intervention approaches to meet the needs of identified students with disabilities. To provide assistance in incorporating division, school and individual special education staff goals as they apply to ensuring that all special education students and their families experience success.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the operation of special education programs and maintain appropriate educational services for all students with disabilities.
2. Provide leadership and coordinate the preparation of funding proposals and other reports required by federal, state, and local agencies.
3. Coordinate and provide leadership for the following programs: school health services, homebound instruction, family resource center, occupational and physical therapy, guidance counseling, preschool special education, visually impaired and hearing impaired programs.
4. Stay abreast of current Pre-K through 12th grade instructional theory, research, best practices and content/performance standards; and demonstrates experience in program design, integration and evaluation of special education services and programs.

5. Stay abreast of special education law, regulations, best practices and demonstrates ability to advise, develop, and coordinate policy and procedures for system-wide implementation.
6. Plan, deliver and evaluate professional development activities in the area of special education for a variety of audiences including special and general educators, parents, etc.
7. Ability to use technology, telecommunications, and information systems to promote appropriate services/programs for students with special needs, including assistive technology/devices/services.
8. Ability to research and gather multiple sources of information, analyze and synthesize data, formulate recommendations, and develop action plans based on data analysis.
9. Coordinate the planning, implementation, and evaluation of a staff development program for all Office of Support staff.
10. Provide leadership for the development of curriculum and instructional materials for assigned programs.
11. Recommend personnel staffing and budget needs for all assigned programs including the development of the annual plan for special education.
12. Provide input from assigned areas of responsibility and recommends the creation, revision, and deletion of necessary policies.
13. Develop an effective public relations program in order to further the community's understanding and support for the programs administered by Office of Support Services.
14. Provide assistance to building administrators, when requested, in the evaluation of employees assigned to programs of Office of Support Services.
15. Serve as an equity coordinator for school system for compliance with Title IX and Section 504 of the Rehabilitation Act of 1973.
16. Serve as the division representative on interagency teams such as the Community Planning and Management Team for the Comprehensive Services Act, the Health Advisory Board and the Special Education Advisory Board.
17. Perform other related tasks as assigned or required.

PHYSICAL REQUIREMENTS:

Involves limited physical tasks.

Involves frequent traveling to/from schools, school board office, and state and local meetings or professional development.

TERMS OF EMPLOYMENT: 12 month contract, Range VII Administrative/Supervisory Salary Scale, as approved by the School Board

EVALUATION: Performance of this job will be evaluated by the Assistant Superintendent for Instructional Services in accordance with provisions of the School Board's policy on Evaluation of Administrative Personnel.