



***“If It’s Worth
Doing At All, It’s
Worth Doing
Exceptionally
Well”***

Mission

The mission of the Consolidated School District of New Britain is to provide a rigorous and relevant, high-quality, research-based, data-driven education that meets the intellectual, physical, moral, and social developmental needs of every child.

Vision

The vision of the Consolidated School District of New Britain is to promote and sustain a culture and a safe and secure learning environment that builds capacity in administrators, faculty, and parents to improve academic achievement, equipping all students with the necessary aspirations, skills, and knowledge to successfully complete college, be lifelong learners, and be productive citizens.

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN NEW BRITAIN, CONNECTICUT

POSITION SPECIFICATION

Title: Director of Pupil Services

Reports to: Chief Academic Officer

Primary Functions:

- Under general supervision of the Chief Academic Officer, coordinates, directs, and supervises the personnel and programs designed to provide support services to students, including Social Work Services, Psychological Services, Guidance Services, Speech Language and Hearing Services, Visually Impaired Services, Occupational and Physical Therapy Services, and Nursing Services.

Qualification Profile:

Certification/License:

- Connecticut State Certification as an Intermediate Administrator
- Motor Vehicle Operator’s license

Education:

- Bachelor’s Degree and Master’s Degree from an accredited college or university.
- Sixth Year, Doctorate or other planned program in curriculum and instruction or educational leadership

Experience:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Demonstrated knowledge of pupil services and special education.
- Demonstrated knowledge of child abuse laws and literature.
- Demonstrated knowledge of state and federal law relating to special education.
- Leadership experience, including professional development training for staff, in appropriate areas.

Skills, Knowledge, Abilities:

- Ability to supervise, guide and consult with special education and regular education faculty in the development and implementation of plans and programs that require the utilization of specially designed instruction and related supports.

- Have good working knowledge of the laws and regulations governing the delivery of special education, related services and other supports to students who require services under the IDEIA and state laws governing special education.
- Able to develop instructional supports to build capacity of staff through appropriate professional development activities.
- Familiar with data collection, data analysis, and data report development required by federal, state and local district central administration.
- Ability to help, select and evaluate clerical staff and coordinate communication and record keeping functions.
- Assist in the interview and selection of all personnel assigned to grades PreK-12 special education programs.
- Ability to select and provide relevant data responsible to federal, state or local requests.
- Have oversight and general management over state/federal grants under the IDEIA Part B or other discretionary grants.

Essential Performance Responsibilities:

- Organizes pupil services to conform with all local, state, and federal laws and regulations.
- Meets regularly with Pupil Services administrators to develop, monitor and evaluate programs of services.
- Recommends and evaluates all Pupil Services personnel and for providing in-service activities, as needed.
- Develops and coordinates special grant programs for pupil services.
- Establishes and maintains good working relationships with local and state agencies involved in pupil services.
- Provides consultative and advisory services to school principals.
- Provides direction for the successful operation of Planning and Placement Teams.
- Manages Pupil Services computer network and serves as a liaison to the District's computer consultant.
- Develops and directs the budget for Pupil Services.
- Provides direction in the development, utilization and selection of materials to support pupil services.
- Maintains confidentiality of all pupil service and special education records.
- Organizes and directs individual and group testing.
- Develops a model for program evaluation in the District.
- Provides coordination for all Pupil Services efforts.
- Serves as Superintendent's liaison to the Board of Education in all District Expulsion Hearings.
- General Supervisor of all District special education treatment programs and regular education behavioral support modules including Transition program, Academic Extension Center and Behavior Support Classrooms.
- Primary Central Office investigator of possible neglect or abuse claims filed with CT DCF involving students and District employees.
- Member of Superintendent's Central Office Administrative Cabinet and advises in all special programs.
- District Central Office liaison to all private, state or outside LEA programs that provide education/related services to New Britain students.

- District administrative liaison to the vendor for School Based Health Center Services.

Additional Duties:

- Assumes other related responsibilities as specified by the Chief Academic Officer.

Communication Requirements:

- Ability to prepare oral or written communications, such as presentations, reports, memoranda, letters, grant proposals, curriculum documents, etc.
- Ability to establish and maintain cooperative working relationships with students, staff, parents and others contacted in the course of work.

Equipment:

- Must be able to use a computer and job related equipment.

Travel Requirements:

- Travel to all school district buildings, city/state agencies and professional meetings as required.

Terms of Employment and Work Schedule:

- Standard administrator work schedule, including attendance at Board meetings and other meetings as required.
- Work in standard office and school building environments.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.