

**GOOCHLAND COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

JOB TITLE: Director of Student Services and Special Education/Year-Round School Feasibility Study Coordinator	LOCATION: Central Office
IMMEDIATE SUPERVISOR: Assistant Superintendent of Instruction	WORK SCHEDULE: 260 days
SPECIAL REQUIREMENTS/DIRECT/INDIRECT REPORTS: Yes	SALARY SCALE: Administrative Scale, Level 11
	FLSA STATUS: Exempt

ESSENTIAL DUTIES (Director of Student Services and Special Education, to begin November 1, 2014):

(These are intended to provide examples of the various types of work performed. The omission of specific responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Qualification:

The Director of Student Services/Special Education shall: Hold a Postgraduate Professional Certificate preferably with an endorsement in a teaching area of special education. Have at least three years of experience in teaching, administrative, and/or special education fields with prior administrative experience preferred. Have a working knowledge of special education services and regulations.

Job Responsibilities

Planning and Assessment

1. The Director of Student Services/Special Education effectively employs various processes for gathering, analyzing, and using data for decision making
 - a. Attend monthly Leadership Team Meetings.
 - b. Meet regularly with the Testing Coordinator.
 - c. Attend DOE sponsored workshops and conferences.
 - d. Conduct monthly meetings with Coordinator and Supervisors of Student Services/Special Education to review procedures, assessment data, and discuss student progress.
 - e. Ensure the Child Study and Eligibility mandates are enforced.
 - f. Regularly communicate with the Superintendent and Assistant Superintendent of Instruction.
2. The Director of Student Services/Special Education actively participates and collaboratively implements a school improvement plan that results in increased student learning.
 - a. Develop the Special Education Annual Plan.
 - b. Responsible for the Special Education December 1 Report to VDOE.
3. The Director of Special Education plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning.
 - a. Ensure and monitor IEP mandates are implemented
 - b. Ensure and monitor the Early Intervention Plan is implemented
 - c. Ensure and monitor the Special Education Homebound Instruction program
 - d. Ensure English as a Second Language programs are implemented effectively
 - e. Supervise the Related Services staff - OTs, PT₅ Vision, Speech, Hearing,
 - f. Supervise the School Nurse staff
 - g. Supervise the School Psychologists staff
 - h. Supervise Special Education Teacher Assistants
 - i. Supervise the Transition Specialist
 - j. Supervise the Region I Autism Specialist
4. The Director of Student Services/Special Education develops plans for the effective allocation of fiscal and other resources.
 - a. Work closely with the Superintendent and Finance Director on Student Services/Special Education budget.
 - b. Submit Federal and State Grant Applications via VDOE's OMEGA system.
 - c. Requests Federal and State grant awards via VDOE's OMEGA system.
 - d. Provide financial documentation to auditors as requested
 - e. Submit Federal Time Distribution forms to appropriate staff bi-annually per auditors' requests.
 - f. Closely maintain program funds and regularly check balances with finance office
 - g. Complete and submit county Family Assessment and Planning Treatment Team (FAPT) purchase orders for non-public school specialized services for eligible special education students.
 - h. Ensure specialized equipment and materials are provided to eligible special education students to enhance educational learning.

Instructional Leadership

1. The Director of Student Services/Special Education communicates a clear vision of excellence and continuous improvement consistent with the goals of the school division.
 - a. Attend monthly leadership and instructional team meetings and ensure the special education staff follows the Superintendent and Assistant Superintendent's directives.
 - b. Attend monthly Region I Autism Consortium Board meetings.
 - c. Attend monthly Regions I and VIII Special Education meetings.
 - d. Serve as Old Dominion University Commonwealth Special Education Endorsement Program (CSEEP) Region I representative, appointed by the VDOE.
 - e. Coordinate Title III Consortium grant funds, appointed by the VDOE.
 - f. Ensure Goochland County Public School Division complies with Federal and State Special Education regulations.
2. Director of Student Services/Special Education supervises the alignment, coordination, and delivery of assigned programs and/or curricular areas.
 - a. Ensure the curriculum development of the following Special Education Programs - SLD, ED, SLI, ID, HI, TBI, OHI, MD, VI, AUT, Deafness, DD
 - b. Supervise the Section 504 Program
 - c. Supervise the ESL Program
 - d. Supervise the Early Childhood Special Education Program (ECSE)
 - e. Supervise all other Student Services Programs
 - f. Coordinate the management of countywide student records.
 - g. Supervise Student Services/Special Education and Special Education staff
3. The Director of Student Services/Special Education selects, inducts, supports, evaluates, and retains quality instructional and support personnel.
 - a. Participate in the interviewing and hiring process of Special Education, Related Services, ESL and Student Services staff
 - b. Conduct formal and informal classroom observations
 - c. Recommend staff transfers to ensure program improvements
4. The Director of Student Services/Special Education provides and supports staff development opportunities consistent with program evaluation results and school instructional improvement plans.
 - a. Provides funding for special education and related services staff to attend conferences and workshops.
 - b. Ensure special education staff are highly qualified via training.
 - c. Ensure the autism teaching staff are trained via the Region I Autism Consortium.
5. The Director of Student Services/Special Education identifies, analyzes, and resolves problems using effective problem-solving techniques.
 - a. Attend division-wide Disciplinary Meetings for special education students.
 - b. Attend school-based Manifestation Determination/IEP Meetings.
 - c. Serve as the Comprehensive Services Act FAPT representative.
 - d. Participate in formal and informal individualized staff and parent requested meetings to discuss and resolve academic related concerns.
 - e. Develop when appropriate, plans of action for special education and related services staff.

Safety and Organizational Management for Learning

1. The Director of Student Services/Special Education maintains effective discipline and fosters a safe and positive environment for students and staff.
 - a. Maintain effective communication with school personnel and parents regarding special education disciplinary mandates.
 - b. Review student disciplinary records at the request of administrative staff.
 - c. Resolve all Student Services and Special Education legal issues to ensure Federal and State timelines are followed.
 - d. Ensure Special Education transportation mandates are followed.

Communication and Community Relations

1. The Director of Student Services/Special Education works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
 - a. Provide for the Special Education Advisory Council.
 - b. Attend meetings related to parent involvement on the local and state level.
 - c. Interpret the special education program to school staff, parents and local agencies,
 - d. Prepare periodic news releases on special education topics and programs.
 - e. Collaborate with the Head Start YMCA and other community agencies to ensure community childhood early intervention needs are provided.
 - f. Supervise the Special Education Parent/Teacher Resource Center staff (Parent and Teacher Representatives).

Professionalism

1. The Director of Student Services/Special Education models professional, morale, and ethical standards as well as personal integrity in all interactions.
 - a. Displays professionalism at all times when representing Goochland County Public Schools.
 - b. Presents self in a positive and polite manner when meeting with parents, school staff, students and visitors.

The Director of Student Services/Special Education takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.