

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

JOB DESCRIPTION

Job Title: **Director for Student Services**

Reports To: **Assistant Superintendent for Student Services**

Pay Schedule/Range: **24 pays per year**

FLSA Status: **Exempt**

Approval Date: **October 30, 2025**

Work Year: **July 1 – June 30 (261 days)**

SUMMARY: Assist the Assistant Superintendent for Student Services in providing leadership, direction, planning, supervision, and evaluation related to all special education programs district-wide. Monitor associated budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Physical presence during all scheduled work hours is required. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and monitor all services provided to students receiving specialized instruction. Evaluate special education programs, facilities, curriculum, learning activities, materials, supplies, parent relationships, and teaching practices.	D	20%
2. Establish and monitor procedures to place eligible students in special programs from admission to dismissal.	D	20%
3. Collaborate with Teaching, Learning, & Innovation Department to evaluate and implement program planning, pre-service and in-service training for teachers in special education programs.	D	10%
4. Supervise, schedule, and evaluate assigned staff. Interview applicants and recommend personnel for hire, transfers, reassignments, and disciplinary actions. Arrange for appropriate departmental employee training programs. Establish and monitor accountability structure for itinerant special education staff and office staff.	D	10%
5. Assist with formulating and developing departmental policies and procedures to comply with federal, state, and local regulations.	D	5%
6. Supervise the preparation and submission of all required district, state, and federal reports.	D	5%
7. Develop, prepare, and monitor the department budget. Analyze and review budgetary and financial data. Monitor and authorize expenditures in accordance with guidelines. Obtain quotes as needed.	W	5%
8. Attend administrative staff meetings. Lead and serve on staff committees as required.	W	5%
9. Leading and facilitating monthly department meetings.	W	5%
10. Assist with implementation and monitoring yearly staffing allocations and hours to ensure compliance and equity of resources.	M	5%
11. Present special education related plans, projects, programs, and needs to sites, the community, and Board of Education	M	5%
12. Actively participate in professional organizations, committees, etc.	M	1%
13. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree plus additional coursework required for certification or licensure
- Minimum of five years of experience in education, including a minimum of one year in supervision

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Illinois Professional Educator License (PEL) registered in DuPage County
- General Administrative Endorsement required
- LBS1 Endorsement required
- Director of Special Education Endorsement required
- Qualified teacher evaluator preferred
- Criminal background check required for hire; employment contingent on appropriate results
- Valid driver's license, state identification, or passport

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication
- English language skills
- Bilingual oral and written communication skills may be preferred or required
- Strong interpersonal skills
- Advanced skill in dealing with students and staff with diverse needs at various levels
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Advanced data analysis and forecasting skills
- Advanced knowledge of special education instruction, programs, practices, laws, legislation, policies, procedures, and guidelines
- Advanced knowledge of Social Emotional and Behavioral Health
- Serve as a model of a technology competent user
- Promote digital citizenship and responsibility
- Ability to develop, evaluate, and manage budgets
- Ability to maintain confidentiality in all aspects of the job
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions, and respond to management direction
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Assistant Superintendent for Student Services

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Department Administrative Assistant	1
	Coordinator for Student Services	1
	Inclusion Facilitator	1
	Social-Emotional and Behavior Specialist	1

- Responsible for interviewing and training employees; planning, assigning, and directing work; appraising performance.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is frequently required to instruct and copy.