



Leaders in Learning

EMPLOYEE JOB DESCRIPTION

TITLE: Student Services Director

Reports To: Superintendent

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative or Principal endorsement AND Director of Special Education endorsement.
2. At least seven years of successful teaching/school service personnel and/or school administration experience; and
3. Such other qualifications of academic, professional, and personal excellence as the Board of Education may specify.

JOB GOAL: To provide leadership and strategic vision for the district's comprehensive student support services. This includes ensuring all students—specifically those with disabilities, English learners, and students at-risk—receive high-quality, legally compliant instruction and support in the Least Restrictive Environment (LRE).

DUTIES AND RESPONSIBILITIES Of the Student Services Coordinator

1. IDEA/Section 504: Administer all aspects of Special Education under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
2. IEP Oversight: Oversee the referral, evaluation, and placement process for students. Ensure the district meets all "Child Find" obligations, particularly for the Pre-K population.
3. Special Education Programming: Performs regular program reviews and recommends changes in program administration, methodology, curriculum

and/or procedures as necessary while maintaining an awareness of current laws, policies, and regulations pertaining to specific programs.

4. Due Process: Represent the district in mediations, due process hearings, and ISBE complaints.
5. Out-of-District Placements: Monitor students placed in private facilities or cooperatives to ensure progress and eventual reintegration.
6. Transitions: Lead the transition process for students moving from Early Intervention (Part C) to Early Childhood Special Education (Part B) at age three.
7. Health Services: Supervise district nurses/health aides and ensure compliance with state immunization and health record mandates.
8. Discipline Support: Assist building principals with Manifestation Determination Reviews (MDRs) and behavioral intervention plans (BIPs).
9. Budgeting: Manage the Student Services budget, including IDEA Flow-Through, IDEA Pre-K Flow-Through and Medicaid (MAC/FFS) claiming-
10. Reporting: Annual Orphanage, Private Facility and Excess Cost
11. Staffing: Supervise and evaluate a multidisciplinary team, including:
 - Special Education Coordinator
 - Special Education Building Facilitators
 - Special Education Teachers & Paraprofessionals
 - School Psychologists, Social Workers and Counselors
 - Speech-Language Pathologists (SLPs)
 - Occupational & Physical Therapists (OT/PT)
 - School Nurse and Health Aides
12. Knowledge: Deep understanding of Illinois School Code and the Illinois MTSS Framework.
13. Coordinates special education accommodations on standardized tests, assessments, and other specialized testing programs for the district.
14. Plans, implements, and evaluates Extended School Year (ESY) each summer.
15. Assists in planning and participates in staff development activities and meetings as needed.
16. Files necessary child abuse/neglect reports, as necessary.
17. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign, in accordance with Board of Education policies and administrative procedures.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary and work year to be established with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

rev. 1/13/26