



Job Description – Pupil Services Administrator

Position Overview

Assist the Directors of Learning and Principals to ensure that students are provided with specially designed instruction to meet student needs.

Qualifications – Experience and Education

- Master’s degree in education
- Five years of teaching experience is preferred
- Knowledge of federal and state regulations and laws
- Experience evaluating and supervising staff members
- Successful completion of ISBE PERA training preferred
- Knowledge of best practices in specially designed instruction

Qualifications – Skill Set

- Excellent leadership skills
- Ability to research, collaborate, organize, develop and lead long-range planning
- Ability to communicate with all segments of the school and community

Responsibilities

- Provide leadership assistance in support of the Superintendent for the development, promotion and implementation of the District’s priorities and objectives
- Provide consultation to and coordination of pupil services
- Assume major responsibility for informing school-based teams of law and regulations regarding pupil services
- Implement district pupil service procedures
- Recommend to the Directors for Learning necessary personnel to be employed in pupil services and participates in the interview and evaluation process
- Conduct regularly scheduled meetings with school staff to enhance communication and facilitate professional development
- Assist in the interpretation and use of assessment data for improvement of learning
- Utilize evaluation data to determine effectiveness of current services and make recommendations for continuation, addition to, or removal of pupil services
- Investigate and monitor appropriate placements outside of the district when indicated
- Assist the Directors for Learning in leading school improvement processes
- Collaborate with the building principal on pupil service matters
- Oversee the case study process
- Attend Board of Education meetings or special committee meetings as requested
- Supervise and evaluate staff, as assigned
- Complete other assignments and/or special projects as requested by the Superintendent



Community Consolidated School District 181

Certificate & Licenses

Type 75

Clearances

Satisfactory fingerprint-based criminal history report

Required Testing

Pre-Employment Physical Exam
Pre-Employment TB Test

FLSA Status

Exempt

Working Environment

- While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, sit, reach, walk, climb stairs and stoop. The employee will drive to various district and out-of-district locations.
- While performing the duties of this job, the employee will be primarily working in an indoor office environment that is moderately quiet.

Reports to

Directors for Learning

Evaluation

The Superintendent or designee, in accordance with School Code and Board of Education policy, will evaluate the Administrator's performance annually.

Work Schedule

Eleven (11) Months, Full-Time (August 1 – June 30)

Must be present and carrying out assigned responsibilities on days that the district's administrative offices are open, unless otherwise excused.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Community Consolidated School District 181 advises the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer