

KEARSARGE REGIONAL SCHOOL DISTRICT, SAU #65
Job Description

Department: Student Support Services / Special Education

Location: District Wide

Job Title: Associate Director of Student Support Services

Reports to: Director of Student Support Services

GENERAL RESPONSIBILITIES

Summary

The Associate Director of Student Support Services assists the Director of Student Support Services in the areas of building level administration, budget development, and the effective management of special education resources. This position is responsible for ensuring compliance of established special education policies, procedures, and/or regulations, understanding and disseminating the instructional needs of special education students, and the monitoring of data to make informed decisions.

CONSULTATIVE RESPONSIBILITIES

1. Collaborates with others (e.g. Director of Student Services, Associate Director of Student Support Services, building level administrators, teachers, and paraprofessionals) for the purpose of implementing and maintaining special education services in accordance with the educational needs of special education students and regulatory requirements.
2. Serves as a resource for building level staff for all matters related to Special Education.
3. Assists in the provision through which Special Education staff can provide input into decision making in Special Education. This is done by a series of regular meetings throughout the year.
4. Facilitates and participates in a variety of meetings with building level administrators, teachers, and paraprofessionals that may frequently involve a range of issues for the purpose of evaluating situations, identifying appropriate actions, developing recommendations and/or implementing desired changes.
5. Act as LEA and an administrative resource to building level special education teams as needed.
6. Remain informed and disseminate information to fellow building level administrators, teachers, and staff with regard to current research, trends, and best practices in Special Education.
7. Coordinate with building level staff (administration and teachers) to receive IEPs of all incoming students.
8. Monitors special education compliance matters and oversees special education data collection at the assigned level.
9. Assists the development and facilitation of special education staff meetings.
10. Provide training opportunities in collaboration with other professionals to address the needs of students.
11. Works with the special education administration team (Director of Student Services, and fellow Associate Director of Student Support Services) to establish and administer training programs to school staff.

BUDGET

1. Assists the Director of Student with budget development, budget decisions, and budget narrative with regard to special education teachers and paraprofessionals. These duties include building assignments, case load reviews, and work load reviews for special education teachers and paraprofessionals.

PLANNING

1. Assists the Director of Student Services regarding district policies, procedures, staffing, materials, equipment, space requirements, etc., for the purpose of implementing special education programs/services and complying with local, state and federal regulations.
2. Work collaboratively with the Director of Student Services and fellow Associate Director of Student Support Services with regard to students' school transitions.

PROGRAMMING

1. Assists the Director of Student Services and Building Principal in managing the implementation of the provision of services for the purpose of delivering FAPE to students with disabilities in conformance with legal, financial, time sensitive, and district requirements. This is done through delegation, meetings, walkthroughs, and personal involvement.

PERSONNEL MANAGEMENT

1. Assists in hiring staff for special education positions in the District, as well as diagnostic and related services personnel.
2. Work collaboratively with the Director of Student Services in all aspects related to special education planning, budget development, personnel management, out-of-district assignments, and crisis intervention.
3. Observe and evaluates staff performance, in either a primary or collaborative role.

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OUT OF DISTRICT RESPONSIBILITIES

1. Acts as LEA and case manager to assigned out-of-district students, if applicable.
2. Assures that assigned out-of-district students receive a FAPE, if applicable.

CRISIS INTERVENTION

1. Makes suggestions to building principals and special education staff as to how to deal with crisis situations. May also need to get directly involved with situations that are challenging.
2. Provide administrators with procedures dictated to us by the special education law as applied to educationally disabled students (discipline, handicapped access, etc.).
3. Meets with parents and special education teams who are experiencing difficulties communicating in regard to an individual child's program.

OTHER RESPONSIBILITIES

The Associate Director of Student Support Services is also called upon by the Superintendent or the Director of Student Services, to either chair or act as a liaison to any of a number of district level committees.

PROGRAM QUALITY CONTROL

1. Monitor all processes of identifying educationally disabled students specific to NHSEIS and the special education process.
2. Assists the Director of Student Services in developing and facilitating appropriate professional development opportunities for special education staff.
3. Assists with other responsibilities as assigned by Director of Student Services.

WORK EXPERIENCE REQUIREMENTS

- Case management experience
- Working with students at variety of levels and disabilities
- Knowledge of special education rules and regulations
- Knowledge of special education law

EDUCATION REQUIREMENTS

- Certification in the area of General Special Education or a specialty disability.
- Certification in Special Education Administration or Administration

REVIEWED BY: _____ *Date*

Name/Title

APPROVED BY: _____ *Date*

Name/Title