

District 80 Director of Student Services
Contract Length: 12 months
Reports To: Superintendent



Description: Director of Student Services in the administration, organization, safety, supervision and educational leadership of the area of Student Services. The primary responsibility of the Director is to improve instruction, coordinate the Preschool for All and the Multilingual English Language Learners Programs, support the special education programs and coordinate staff development.

Essential Functions

- Makes decisions and demonstrates leadership that supports the mission, vision, goals and interests of the district and of students.
- Make effective decisions after due consideration of all pertinent facts and gives due consideration to alternative solutions.
- Displays a cooperative and open-minded attitude in working with others in efforts of mutual concern.
- Demonstrates respect for the opinions, abilities and contributions of others.
- Ensures district compliance with federal and state special education regulations and communicates and informs the staff and Board of Education of all relevant legislation.
- Makes accessible and provides mandated special education services to all Norridge D80 students eligible for special Serves as a consultant, advisor and resource person to administrators, principals, staff and parents in the district education and related services.
- Maintains and monitors a system to collect and review data for students considered for special education programs/services and district intervention services.
- Collaborates, develops and oversees the implementation of the comprehensive special education plan, procedures and policies for Norridge D80.

Instructional Leadership

- Responsible for the implementation of district policies, rules, and regulations at school.
- Assists in the responsibilities and instructional leadership for the planning, operation, supervision, and evaluation of the educational program.
- Communicates with students, teachers, parents and community members using a variety of mediums.
- Partners with teachers to evaluate the effectiveness of instruction and individual teacher performance.
- Uses data to make decisions about curriculum, assessment, instruction and all school improvement efforts.
- Attend afterschool and evening meetings as requested by administration
- Support and train staff on effective strategies for implementing the multilingual programs, initiatives, and requirements in the district.
- Develops, monitors, and evaluates programs to enhance positive school culture and climate.
- Other duties as assigned.

Management

- Supports program efforts and outreach to identify and recruit at-risk children in the community.
- Educate families about the importance of early learning programs and support families on completing the enrollment process.
- Identify and develop potential partnerships with community entities.

- Guide in the development, implementation and evaluation of professional development and training programs for the multilingual English language learners and Preschool For All programs
- Coordinate and conduct home visits to support home-school connection, address attendance concerns and provide family support.
- Assure district compliance with state and federal mandates related to multilingual programming.
- Keeps informed of all grant related legislation and funding opportunities for preschool and multilingual programs.
- Engage families in parent advisory committees and attend evening meetings (PFA, BPAC).
- Assists the superintendent in the development and implementation of assigned grant applications, programs, budgets, and delivery of project activities.
- Maintain all required evidence and records
- Other duties as assigned.

Compensation

- Medical, dental, vision, and life insurance
- Salary range - \$105,000-\$120,000