



TORRINGTON PUBLIC SCHOOLS, TORRINGTON, CONNECTICUT

**SUPERVISOR OF STUDENT SERVICES
TORRINGTON PUBLIC SCHOOLS**

REPORTS TO: Chief Student Services Officer

JOB GOAL: To collaborate with the Chief Student Services Officer in regards to student programming (both in and out of district). The administrator selected for this position must be knowledgeable in the areas of child development, comprehensive evaluations, special education, student support services, use of technology and effective behavior management strategies.

EVALUATES: Student services staff

RESPONSIBILITIES MAY INCLUDE:

- Implement state/federal statutes and regulations pertaining to IDEIA (Individuals with Disabilities Education Improvement Act) and Section 504 of the Rehabilitation Act*, for special education and related services, FERPA (Federal Education Rights & Privacy Act) Provide professional development and consultation to all staff that relate to the department's responsibilities under these statutes/regulations.
- Support curriculum and instruction for designated schools.
- Conduct bi-monthly school meetings in designated schools
- Provide oversight and professional development for student services staff
- Develop and maintain fluid and flexible transitions for students
- Attend PPTs and facilitate due process as required
- Supervise and guide student services staff as assigned. (and evaluate in alignment with district practices)
- Meets with Special Education Administrators regularly to discuss progress of students and the compatibility of students with their programs.
- Monitors the Individual Education Plan (IEP) of students placed out of district for special needs to ensure IEP compliance.
- Arranges for, and monitors, transportation needs of special education students placed outside the district.
- Attends and participates in PPTs for outplaced students and completes all paperwork within required timelines.
- Attends PPTs of students who are being considered for outplacement.
- Explores alternative settings, strategies and programs that will meet the needs of students.
- Meets with staff and service providers to assist with developing SRBI interventions and monitors interventions prior to out-of-district placement considerations.
- Collects and analyzes data for students placed out of district on effectiveness of resources and supports.
- Seeks out grants and assists administration in applying for same.
- Works with school-based personnel on the transition plan for students returning to Torrington Public Schools from an out-of-district placement.
- Comply with Indicators in the Annual Performance Report
- Assist in Goal Setting –short and long term (collaboratively)- for the department
- Provide school based student & staff support for PPTs and 504 meetings by attending those meetings and case conferences as needed
- Assist in hiring and provide support for special education teachers, secretaries, pupil personnel staff and paraprofessionals.
- Attend state and local meetings and conferences to provide the school system and staff with up-to-date information

TORRINGTON SCHOOL DISTRICT, TORRINGTON, CONNECTICUT

- Problem-solve issues at the building level and/or at out-of-district facilities to arrive at decisions from a balanced viewpoint considering the legislative requirements, board policy and what is in the best interest of students.
- Provide oversight and maintenance of policies and practices
- Participate in the on-going review of diagnostic procedures/processes, regulatory requirements and evaluation of specialized instructional services for effective outcomes that improve student learning
- Performs such other duties as may be assigned by the Superintendent of Schools and/or Chief Student Services Officer.

CERTIFICATION & QUALIFICATIONS:

- State of Connecticut Educator certificate in Intermediate Administration (092)
- State of Connecticut Educator certificate with Special Education PK-12 (165 or equivalent), School Psychologist (071), Speech and Language Pathologist (061) or School Social Worker (070) endorsement.
- Must have experience as a PPT coordinator and knowledge of Scientific Research Based Instruction (SRBI).

SALARY AND TERMS OF EMPLOYMENT: 11-month position (206 days), Salary in accordance with the TPSAA Collective Bargaining Agreement for the 2025/2026 school year is \$131,055

APPLICATION PROCEDURE: To apply, please visit

<https://www.applitrack.com/torrington/onlineapp/default.aspx> and follow the appropriate link.

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