

DIRECTOR, PUPIL PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services, plan, organize, control and direct Pupil Personnel programs and staff including, but not limited to special education, health services, student records; collaborate with school personnel, departments and outside agencies to coordinate the delivery of services and instruction for students, assure compliance with applicable laws and regulations and assure program fiscal stability; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct Department programs and staff including, but not limited to special education, health services, student records; collaborate with school personnel, departments and outside agencies to coordinate the delivery of services and instruction for students, assure compliance with applicable laws and regulations and assure program fiscal stability; review and implement federal and State mandates regarding special education student rights and responsibilities; interpret and communicate legal issues to staff, parents, community agencies, advocates, attorneys and others as appropriate.

Review special education case files for timeline compliance, assessment information regarding suspected disabilities and parental requests; assure assessment scoring remains in compliance with publisher requirements and legally defensible language.

Provide leadership in the design and implementation of District curriculum, assessment and instructional strategies for special education; provide an effective program of staff development and in-service training to maintain a consistent level of professional knowledge among special education and general education staff members within the district.

Attend professional training and review research to expand expertise, and advise the district regarding current trends in special education curricular, assessment, and instructional strategies.

Serve as District representative at community and local events and meetings to disseminate related information. Assist the site administrators in the implementation of the curriculum, assessment and instructional strategies for special education Students.

Establish and oversee policies and procedures for administering services for assessment, identification, certification and placement of students in special education programs or section 504.

Assure District compliance with State and federal laws, codes and regulations pertaining to special education and other activities; communicate with various sites to monitor compliance.

Coordinate internship programs and observation hours with local universities and other outside agencies.

Receive and respond to issues and concerns; respond to due process hearings; mediate during meetings to resolve issues and serve as District representative at due process hearings.

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Direct and monitor home/hospital assignments for general and special education District staff and faculty to assure credentials meet student needs.

Coordinate Medi-Cal billings; review billings for accuracy and completeness.

Serve as the Districts custodian of student records. Monitor and maintain student cumulative files and special education files; assure proper processing and storage in accordance with established guidelines.

Interview, select, train, supervise and evaluate the performance of assigned staff; recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term goals and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Pupil Personnel Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned including IEP, Cabinet, Board and other meetings; serve on assigned committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Pupil Personnel Services programs of the District.

Compliance review mandates.

Low incidence guidelines.

Budget preparation and control.

Oral and written communication skills.

District organization, operations, policies and objectives.

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Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the Pupil Personnel Services programs of the District.
Assure compliance with laws, codes and regulations related to special education and other activities.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional

Required: Master's degree in specialized or related field. Five years increasingly responsible experience in the administration of special education programs preferred.

Personal

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.