

Sprague Board of Education

JOB DESCRIPTION

DIRECTOR OF PUPIL PERSONNEL SERVICES

POSITION SUMMARY:

The Director of Pupil Personnel Services shall report to and be evaluated by the Superintendent of Schools. The Director's objective is to assist in the task of providing leadership in developing, achieving, and maintaining the best special education and pupil personnel programs and services in accordance with the policies of the Board of Education. The Director shall be responsible for initiating, administering, supervising, and evaluating all special education and pupil personnel programs and services for the Sprague Public School District.

1. DUTIES AND RESPONSIBILITIES:

- Direct, coordinate, and supervise the school district's comprehensive effort in special education and pupil personnel, including the direct involvement in individual student programs/services development and implementation.
- Initiate, administer, coordinate, and evaluate all pupil personnel programs and services, including but not limited to speech and hearing, occupational and physical therapy, health, social work, psychological, pupil records, planning and placement operations, and testing.
- Initiate, coordinate, and evaluate all special education programs and services and represent the district in due process proceedings when these programs are challenged.
- Evaluate certified pupil personnel staff.
- Review the budget requests of all pupil personnel and special education programs in preparing budget recommendations for the Superintendent as well as assign and monitor expenditures for special education and pupil personnel programs.
- Develop and implement programs for the professional staff such as in-service education, internships, and orientation for new personnel.
- Chair the planning and placement team for out-of-district and high school students and assist the building level planning and placement teams when called on for assistance.
- Coordinate and supervise the identification, diagnosis, programming, placement, and annual review of all exceptional children and complete necessary reports and summaries concerning these students in compliance with state and federal agencies.
- Be the liaison and thereby maintain an effective working relationship with the State Department of Education and other agencies that may provide programs and services to Sprague children and their parents.

- Provide leadership to ensure understanding of and promote the educational objectives of the Board of Education in the areas of special education and pupil personnel services and facilitate the identification of special education department goals and objectives consistent with district goals.
- Provide for the assessment of individual student needs and for the provision of programs to meet those needs.
- Work cooperatively with the School Principal in curriculum and instruction development.
- Remain informed and aware regarding new developments in curriculum and instruction on special education.
- Follow specific procedures for incorporating programs for students with special needs into the total program of school activities
- Initiate, develop, and administer alternate program options for students, including home instruction, off-campus alternatives, hospital instruction, and programs for students expelled from school.
- Assist the Business Manager and/or Superintendent in the preparation and procuring of state and federal special education grants and reports and implement the delivery of these grants including monitoring expenditures and services.
- Serve as the Superintendent's designee in responding to questions, concerns, and help resolve situations resulting from referrals to the Superintendent that involve student matters.
- Perform such other tasks as may, from time to time, be assigned by the Superintendent.