



DIRECTOR OF EDUCATIONAL SUPPORT SERVICES

POSITION SUMMARY

Direct the operations of the Educational Support Services Department which includes District Special Education Programs, Regional Special Education programs, school psychology and social work, alternative education, night school, and charter schools. Serve as a member of the Superintendent's staff team in overall District education planning and implementation.

SUPERVISORY RELATIONSHIPS

Reports to the Assistant Superintendent for Educational Support Services and High School Services. Oversees the work of professional, technical and administrative support staff.

PRIMARY DUTIES AND RESPONSIBILITIES

Lead the planning, development and implementation of District educational support programs by working cooperatively with Directors of Elementary, Secondary and Instructional Services to provide an excellent education for all District students.

Monitor and evaluate educational support programs; establish criteria, goals and procedures to be used to ensure the delivery of appropriate specialized education opportunities are consistently provide wherever needed.

Respond to issues and problems of students and parents. Work with complainant, school principals, medical professionals and other necessary staff to resolve issues and problems. Manage cases through mediation or litigation as necessary.

Participate in District-wide decision making activities and work directly with the Assistant Superintendent and Superintendent to identify issues and practices that affect the future of the District.

Interpret and enforce District policy as it relates to schools, educational support services and student services.

Participate in resolving difficult personnel issues related to discipline, termination and assignment of staff.

Manage the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.

Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.

Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.

Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly;



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review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.

Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems; identify opportunities for improvement; direct and implement changes.

Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.

Develops and administers the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitors budget utilization by schools, department administrators and supervisors.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Extensive knowledge of federal and state special education laws, legal standards and regulations.

In-depth knowledge of theory and current and emerging trends in education children with disabilities.

Knowledge of instruction methods and curriculum.

Knowledge of the principles of supervision, training and performance evaluation.

Knowledge of the principles and practices of budget preparation and administration.

Advanced skill in problem solving difficult and highly emotional issues.

Skill in providing leadership in the resolution of complex problems and issues.

Skill in directing professional, technical and administrative support staff.

Ability to research, analyze and evaluate new service delivery methods and techniques.

Ability to communicate clearly and concisely, both verbally and in writing

Ability to develop and administer department goals, objectives and procedures.

Ability to direct, organize, and coordinate the programs of a large and diverse department.



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Ability to prepare and present complex reports.

Ability to establish and maintain effective working relationships with those contacted in the course of work including District administrators, staff, parents, and other interested groups.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Ability to manage a variety of different issues simultaneously.

Ability to maintain confidentiality.

Education and Experience:

Master's degree in specialized education or related field and ten years of experience in the specialized education field including five years in a school setting; or any combination of experience and training that provides the required knowledge, skills, and abilities.