

School District of Bayfield

**Director of Pupil Services and Special Education
(Job Description)**

REPORTS TO: District Administrator

QUALIFICATIONS:

1. Appropriate certification as required by the Wisconsin Department of Public Instruction (DPI).
2. Effective leadership qualities and personal characteristics necessary for interacting with students, teachers, and parents.
3. Must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for student's ages 0-21.
4. Knowledge of Wisconsin's Model Academic Standards.
5. Skilled in word processing, database and presentation software.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Formulates special education programs and policies relating to the education and training of students with disabilities that maintains compliance with the Individual's with Disabilities Education Act, The No Child Left Behind Act and Section 504 of the 1973 Rehabilitation Act. This includes:
 - (a) Maintain compliance with federal and state special education regulations;
 - (b) Monitor procedures for the operation of special education programs;
 - (c) Develop the local special education plan in order to secure funding for special education programs;
 - (d) Supervise the eligibility determination of students referred for special education;
 - (e) Supervise and coordinate IEP procedures to facilitate appropriate services for students with disabilities;
 - (f) Coordinate instructional services provided to identified students with disabilities.
 - (g) Inform the Director of Building and Grounds of the transportation needs of students with disabilities;
 - (h) Serve as the Section 504 Coordinator for the District;
 - (i) Work with District Administrator and special education teachers to assure appropriate services to identified students;
 - (j) Articulate the process/requirements of pupil services and special education with regular education and guidance personnel;
 - (k) Assist District Administrator and Finance Manager in preparation of a budget for special education and pupil services;
 - (l) Prepare forms for local usage that may be required to insure compliance with state and federal laws pertaining to special education;
 - (m) Prepare reports required by DPI concerning pupil services and special education;
 - (n) Organize and identify staff development needs of special education staff;
 - (o) Identify special education summer school needs;
 - (p) Supervise and evaluate special education staff including teachers, pupil service staff, and paraprofessionals.

2. Coordinating with outside agencies to meet needs (i.e. Indian-Child Welfare, Head Start Centers, law enforcement agencies and County Social Service).
3. Coordinate and supervise State Testing program.
4. Prepare costs for Special Education Open Enrollment applicants.
5. Performs other duties as assigned by the District Administrator.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

Approved: 07-10-06

Revised: 05-10-10