



Executive Director of Pupil Services

FLSA Status:
Exempt

Education:
Master's degree +30
graduate hours with in-depth
preparation in school
leadership, district
leadership, and curriculum
instruction and assessment
Doctorate preferred

Certification and Licenses:
Missouri Advanced Administrative
Certificate Qualify for Special Education
Administrator's endorsement.

Clearances:
Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:
TBD

Experience:
Minimum of 3 years successful teaching
experience in Special Education

Reports to
Deputy Superintendent

Terms of Employment
12 month employee, with benefits according to Board policy

Purpose Statement
The Executive Director of Pupil Services is responsible for leadership, management and coordination of programs that prevent academic failure of students at risk and provide specific intervention models for students with specific needs. This is to include but not limited to, child welfare, residency, intervention programs, Section 504, Federal Programs, gifted instruction, discipline and psychological services. The Executive Director ensures that educational and related support services, and resources are provided according to local policy, state regulations, and federal regulations.

- Essential Job Functions**
- Supervises staff within the Pupil Services Department.
 - Responsible for Individuals with Disabilities Education Act PL 94-142, Rehabilitation Act of 1973, Section 504 for students.
 - Coordinates with Identification Team in the interdisciplinary team meetings in each building to determine eligibility of students.
 - Responsible for administering all Federal Programs; Titles I, II, III, V, and IV.
 - Responsible for administering gifted education.
 - Keeps informed of all the legal requirements governing special education and shares this information with administration and staff.
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 - Provides oversight and direction for the English Learner's program including curriculum, instruction and assessment.

- Provides leadership in establishing new services and refining existing services for students with disabilities and special needs.
- Provides leadership in the development and execution of a tiered system of support in alignment with best practices.
- Maintains compliance with Board Policy regarding Seclusion, Isolation and Restraint.
- Coordinates a continuum of services and educational placements for students with disabilities and special needs.
- Evaluates individual job performance of district level pupil services staff, and collaborates with school administration in the job performance evaluation of pupil services staff assigned to school sites.
- Participates in the recruitment and employment activities of all pupil services staff.
- Provides leadership for the continuing development of the role of Parents as Teachers within the school district.
- Coordinates all screening programs for PAT students.
- Monitors caseloads and records/files of PAT employees
- Works with faculty, school counselors, and administrators to adapt curriculum and instruction to meet the needs of identified at-risk students.
- Supervises and implements the K-12 Guidance program, including program evaluation
- Screens, interviews, and recommends the hire of Pupil Services staff.
- Provides orientation program for new staff concerning special education services and Section 504.
- Prepares and administers the local compliance Plan for the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
- Supervises preparation of core data and similar reports necessary for reimbursement of funds, receipt of entitlements grants, and similar fiscal matters.
- Develops budget recommendations and provides expenditures control on established budgets for Special Education, Federal Programs and support services.
- Keeps informed regarding state and federal financial aid for special education services.
- Prepares the Compliance Plan and budget annually.
- Serves as the liaison for the Missouri State Plan for Education for the Homeless.
- Serves as the liaison for the students in Foster Care.
- District liaison responsible for oversight of homebound services and homeschool records management.
- Maintains access and dissemination of information concerning special education and other programs.
- Administers and implements personnel development activities designed to improve staff and personal skill for educating exceptional and at-risk children.
- Administers responsibility for the Comprehensive System of Personnel Development (CSPD) requirements of State Department and Public Law 94-142.
- Conducts an annual needs assessment to determine the needs and priorities for special education personnel development activities.
- Has responsibility for interdisciplinary team management for special education and related services for all categorical programs.
- Oversees the administration of the Homebound/Hospital Teaching Program.
- Consistent and regular attendance is an essential function of this position.
- Coordinates the early childhood program including alignment, coordination and compliance.
- Serves as the building administrator for Great Beginnings, including staffing, evaluation, curriculum development and instructional implementation.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Seeks to mediate and resolve parent complaints regarding special education procedures or services.
- Communicates with parents of eligible students, employs staff, arranges transportation, and insures organization and compliance.
- Administers and coordinates activities that provide in-service training to regular and special education personnel.
- Cooperates with, assists and supports other administrators in the analysis and solution of their administrative problems when appropriate.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate

- professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.
- Attends all meetings and training sessions as directed.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; knowledge of specific content area and academic vocabulary; and understanding of age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Physical Demands

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. They must be able to move around the classroom and read handwritten or printed materials. The individual must be able to travel between district facilities. Other travel may be required.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active.