DIRECTOR OF PUPIL PERSONNEL SERVICES

Reports to: Superintendent

Qualifications
1. Valid New York State Certification as School District Leader (SDL), School Building Leader (SBL) or School District Administrator (SDA), School Administrator and Supervisor (SAS).
2. Demonstrated leadership ability in school administration, special education, program development and staff supervision and evaluation.
3. Thorough knowledge of state and federal law and regulations related to the education of students with disabilities.
4. Minimum of five years of experience in special education or related field, minimum three years of administrative experience strongly preferred.
5. Demonstrated record of working collaboratively with administrators, staff, parents, students, and community.
6. Excellent verbal and written communication skills.

Assignment: Twelve-month position

Bargaining Unit: Wheatland-Chili Administrative Unit

Role: The Director of Pupil Personnel Services administers, supervises, and coordinates special education and pupil personnel services programming within the District.

Performance Responsibilities:

Within the limits of District policies, procedures, programs, and budgets, is responsible for, and has commensurate authority to accomplish, the duties set forth below.

- Manages the day-to-day operations, teachers, teacher aides, support personnel, students, classrooms, and student discipline in collaboration with District staff.
- Acts as a student advocate to ensure the rights of all students are respected and that all have equal access to the educational opportunities necessary to meet their needs and abilities.
- Oversees and coordinates special education and pupil personnel services program development, budget design and implementation.
- Supervises curriculum development/implementation, use of appropriate teaching strategies and instructional resources in collaboration with District staff.
- Prepares and maintains appropriate reports, student achievement/assessment records, attendance, counseling records and discipline reports.
- Conducts Annual Professional Performance reviews for classroom teachers and support personnel as assigned.
- Prepares and supervises the creation of all related paperwork, reports, and records as required by law.
- Keeps the superintendent and principals informed and advises, assists, and works cooperatively with principals and all other administrators in school-related matters.
- Serves on district / school-wide committees, participates in district activities, and represents the district as warranted or as directed by the Superintendent.
- Maintains a high level of competence in the field of special education and pupil personnel services, remaining current in issues related to the areas of responsibility.
- Maintains a high level of personal integrity and a strong work ethic.
- Acts as District chairperson and coordinates the work of the Committee on Special Education and prepares recommendations for the assignment of pupils for special services for the approval of the Superintendent and Board of Education.
- Acts as District chairperson and coordinates the Committee on Preschool Special Education.
- Prepares and updates demographic and enrollment projections for special education.
- Performs other duties and assume such other responsibilities as may be assigned by the Superintendent or as required by law, code, and regulations / School Board Policy.