

DIRECTOR, PUPIL PERSONNEL SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services, plan, organize, control and direct Pupil Personnel programs and staff including, but not limited to special education, health services, student records; collaborate with school personnel, departments and outside agencies to coordinate the delivery of services and instruction for students, assure compliance with applicable laws and regulations and assure program fiscal stability; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, control and direct Department programs and staff including, but not limited to special education, health services, student records; collaborate with school personnel, departments and outside agencies to coordinate the delivery of services and instruction for students, assure compliance with applicable laws and regulations and assure program fiscal stability; review and implement federal and State mandates regarding special education student rights and responsibilities; interpret and communicate legal issues to staff, parents, community agencies, advocates, attorneys and others as appropriate.

Review special education case files for timeline compliance, assessment information regarding suspected disabilities and parental requests; assure assessment scoring remains in compliance with publisher requirements and legally defensible language.

Provide leadership in the design and implementation of District curriculum, assessment and instructional strategies for special education; provide an effective program of staff development and in-service training to maintain a consistent level of professional knowledge among special education and general education staff members within the district.

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Direct and monitor home/hospital assignments for general and special education District staff and

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Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the Pupil Personnel Services programs of the District.
Assure compliance with laws, codes and regulations related to special education and other activities.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional

Required: Master's degree in specialized or related field. Five years increasingly responsible experience in the administration of special education programs preferred.

Personal

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

CREDENTIAL

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

HAZARDS:

Exposure to dissatisfied or abusive individuals.