

# Harlem Consolidated Schools

DISTRICT 122

Barbara Browning, Ed.D.  
Assistant Superintendent  
for  
Curriculum & Instruction

TO: Board of Education  
FROM: Dr. Barb Browning, Assistant Superintendent for Curriculum & Instruction  
DATE: July 26, 2012  
RE: Department and Director Title Change

## Overview:

The Department currently known as the Special Education Department has evolved over the past several years. The duties of this department encompass many aspects of Student Support Services, including health, homebound, implementation of Section 504 Plans, special education, and recently, the addition of ELL (English Language Learners) programming.

## Recommendation:

We are recommending changing the titles of the Director and the Department of Special Education to Director and Department of Student Support Services. Since all of the services provided by the department do not fall under the special education umbrella, the titles of Director and Department of Student Support Services better describe the roles and responsibilities of this Department and Director than the current titles; special education is only one aspect of the overarching Student Support Services.

Because meeting the needs of all learners is crucial to achieving the district mission of “helping diverse learners reach their unlimited potential in a safe and respectful learning environment,” this Director and Department will continue to be part of the Instructional Services Department.

A revised Job Description is attached.