

West Orange-Cove CISD

| | | | |
|----------------------|---|----------------------|---------------|
| JOB TITLE: | Director of Student Services | | |
| REPORTS TO: | Executive Director of Student Services | PAY GRADE: | ADM 05 |
| DEPT./SCHOOL: | Administration | SERVICE DAYS: | 226 |
| FLSA: | Exempt | | |

PRIMARY PURPOSE:

Coordinate the district's federal programs collaboratively with district staff to formulate, develop, implement, and evaluate federal programs to align with the instructional programs of the district. Coordinate Texas English Language Proficiency Assessment System (TELPAS), Gifted and Talented (GT) and Dyslexia Testing throughout the district and monitor student performance on all assessments.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

A Master's Degree from an accredited college or university
A Mid-management or Supervisor's Certificate (Preferred)
Teaching Certification with Special Education endorsement preferred
Knowledge of evidence-based instructional practices

SPECIAL KNOWLEDGE/SKILLS

Ability to manage budget and supervise personnel
Effective decision-making and organizational skills
Effective communication and interpersonal skills
Proficient computer skills

MINIMUM EXPERIENCE

Three years administrative experience at the campus or district level

Essential Functions:

1. Oversight and monitoring of the programs severed through the Department of Student Services including but not limited to Special Education, 504, ESL, Bilingual, Dyslexia, and GT.
2. Support collaboration between general education and special education to increase student performance and provide a continuum of supports and services in the least restrictive environment.
3. Assist in the recruitment, screening, and assignment of special programs staff.
4. Knowledge and implementation of federal and state laws and regulations of student severed through special programs.
5. Collaborate in developing and annually updating department and program handbooks and operating guidelines.
6. Coordinate and/or lead professional development to district staff that provides supports and services to students served in special programs.
7. Ensure data integrity in the various student information systems such as Skyward, PEIMS, Special Education Management System (SuccessED).
8. Facilitate conflict resolution involving administrators, parents, teachers, and staff if needed.
9. Provide facilitation services to resolve conflicts involving special program meetings such as ARD meetings, 504 meetings, and LPAC meetings.
10. Participate in due process/mediation proceedings as needed.
11. Create and/or maintain special programs webpages on the WOCCISD website.
12. Facilitates in the preparation of annual budgets for Federal Program Grant, Title III.
13. Effectively develops and monitors expenditures out of Title III budget.
14. Actively seek and participate in professional development opportunities and training programs.
15. Participate in professional organizations and disseminate ideas as information to other professionals.

Assistant Director of Special Services

16. Perform other duties and functions as assigned by the Executive Director of Student Services or Superintendent.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS: Frequent in-district travel; occasional overnight travel, Maintain emotional controls under stress, Frequent prolonged and irregular hours.

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties and skills that may be required.

Signature

Date