



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**OFFICE OF HUMAN RESOURCES**

TO: Board of Education

FROM: Craig Collins

RE: Central Office Administrator Vacancy & Title Change

DATE: January 5, 2012

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Dawn George, Assistant Superintendent for Student Services, will be retiring at the end of the 2011/2012 school year. Ms. George has served as a special education administrator in the District for twelve years. Her command of special education rules and procedures, her ability to work effectively with teachers and parents to meet the needs of special education students, her exemplary work ethic, and her devotion and commitment to students with special learning needs are hallmarks of her work in District 304. Ms. George and other District staff retiring at the end of the current school year will be recognized for their service to the District later this spring.

In response to Ms. George's upcoming retirement, the Administration is recommending that the title of Assistant Superintendent for Student Services be changed to Director of Student Services, that the appropriate job descriptions be modified (see below), and that the search to fill the position of Director of Student Services begin this month. We expect to start interviewing for this position in March and hope to bring a hiring recommendation to the Board in April.

Should Board members have any questions regarding this recommendation, please contact me.

## **DIRECTOR OF STUDENT SERVICES** (formerly Assistant Superintendent for Student Services)

### **DUTIES AND RESPONSIBILITIES**

Under the leadership and direction of the Superintendent of Schools, and in cooperation with other District administrators, the Director of Student Services directs the functions related to serving the educational needs of students in the school district.

In order to meet the District goals supporting the success of all Geneva students, the Director of Student Services:

1. Provides highly visible leadership to accomplish District goals
2. Evaluates staff district-wide as needed
3. Supervises and coordinates district special education programs
4. Oversees procedures for the evaluation, reevaluation, and placement of students with disabilities including those students referred from private or parochial schools
5. Compiles and maintains student special education records
6. Collects data and submits State reports, such as Personnel Reimbursement, FACTS, and Summer School Reimbursement
7. Prepares, submits, and implements Federal, State, and Local grants to fund Special Education programming
8. Supervises home instruction for homebound or hospitalized students
9. Arranges for transportation of special education students as needed
10. Develops special education budget and oversees expenditures
11. Supports the use of Response to Intervention in the eligibility and entitlement process for special education
12. Provides leadership in addressing services, placement, and legal issues relating to Federal and State laws governing special education and Section #504
13. Collaborates with the Assistant Superintendent for Curriculum and Instruction in evaluating and managing the English Language Learning program, curriculum, procedures, and individual students' needs and achievements

14. Evaluates, on an ongoing basis, the total special education program, curriculum, procedures, and individual students' needs and achievements
15. Collaborates with parents of students enrolled in special education programs
16. Oversees the Psychological, Speech/Language, Social Work, English Language Learning, and Certified Nursing services of the district
17. Serves as a liaison and coordinates referrals to Mid-Valley Special Education Cooperative, Northwestern Illinois Association, community agencies, and private practitioners or agencies
18. Provides leadership in the development and implementation of professional development opportunities for teachers, administrators, and support staff
19. Provides leadership in articulation between the Student Services department, building administrators, and all other curriculum areas
20. Works collaboratively with the District Administration Team to support the Superintendent in his/her overall administrative efforts; interprets his/her ideas and decisions to staff and public; keeps him/her informed of pertinent division developments and events; and seeks his/her counsel on decisions as necessary
21. Serves as a liaison between staff and Central Office, school, and community
22. Assumes responsibility for own professional growth and development; for keeping current with the literature and new research findings and improved techniques; and for attending appropriate professional meetings and conventions
23. Carries out other duties as assigned by the Superintendent

## **ASSISTANT DIRECTOR OF STUDENT SERVICES** (formerly Student Services Coordinator)

### **DUTIES AND RESPONSIBILITIES**

Under the leadership and direction of the Director of Student Services, and in cooperation with other District administrators, the Assistant Director of Student Services assists with directing the functions related to serving the educational needs of students in the school district.

In order to meet the District goals supporting the success of all Geneva students, the Assistant Director of Student Services:

1. Provides consultation in matters of special education programming, procedures, and individual student needs
2. Oversees the preschool early childhood programs, including the extended school year summer program, and recommends changes and additions as needed
3. In collaboration with the Director of Student Services, evaluates the District's special education program, curriculum, procedures, and individual students' needs and achievements
4. Provides leadership in the development and implementation of professional development opportunities for teachers, administrators, and support staff
5. Collaborates with parents of students enrolled in special education programs
6. Supports the use of Response to Intervention in the eligibility and entitlement process for special education
7. Coordinates the Illinois Alternative Assessment for District students
8. Attends and chairs, as appropriate, Mid-Valley Special Education Cooperative and private placement intake and annual review staffings
9. Serves as a liaison for students transitioning between academic levels
10. Serves as a liaison between the Student Services Department and building principals
11. Coordinates services for homeless students
12. Oversees implementation of Section 504 of the Rehabilitation Act, ensuring compliance throughout the District
13. Updates and maintains Student Services procedural manuals

14. Evaluates district staff as needed
15. Works collaboratively with the District Administration Team to support the Superintendent in his/her overall administrative efforts; interprets his/her ideas and decisions to staff and public; keeps him/her informed of pertinent division developments and events; and seeks his/her counsel on decisions as necessary
16. Serves as a liaison between staff and Central Office, school, and community
17. Assumes responsibility for own professional growth and development; for keeping current with the literature and new research findings and improved techniques; and for attending appropriate professional meetings and conventions
18. Carries out other duties as assigned by the Director of Student Services