



STAFFORD PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Director of Pupil Services

QUALIFICATIONS:

The Director of Pupil Services candidate must:

- A. Meet all the certification requirements of the State of Connecticut.
- B. Demonstrate successful teaching or related services, and/or administrative experience in special education.
- C. Have demonstrated knowledge of state and federal legislation affecting the scope of special education and pupil services in public education.
- D. Possess a strong understanding of instructional practices that best meet the academic, behavioral, and social-emotional needs of students.
- E. Maintain effective collaborative skills with teachers, parents, administrators and the community that promote a trusting and inclusive environment.
- F. Maintain a steady composure, grace under pressure, and growth mindset.
- G. Demonstrate an ease in utilizing technology for reports, presentations, and analysis of data.

REPORTS TO: Superintendent of Schools

SUPERVISES: Certified, non-certified, and non-affiliated members of special education and pupil services. Evaluation of staff will be accomplished cooperatively between the director and individual building principals/assistant principals.

GENERAL DESCRIPTION:

The director shall be directly responsible to the Superintendent of Schools and shall plan, organize, and direct all phases of special education, birth through 21, while promoting a school environment predicated on individualized instruction, engaging curriculum, and rigorous learning for all students. The director will oversee services that include special education, 504 accommodation plans, speech/language therapy, school psychology, school social work, school nursing, occupational therapy, physical therapy, board certified behavior analyst, child find, school counseling, health, and intervention services.

With respect to programming, the Director of Pupil Services and the individual building administrators have a shared responsibility and a cooperative relationship. The director has the responsibility for establishing and implementing programs. Individual building administrators have the responsibility for administering the day-to-day operations of these programs and providing feedback to the director that will contribute to the evaluation process.

DUTIES & RESPONSIBILITIES:

- A. Communicates to the Superintendent of Schools the needs of the special education and pupil services departments and fosters positive staff, parent, and community support for the services available in the district.
- B. Maintains records as prescribed by the State for all students identified as disabled and all exceptional children, including the identification of gifted and talented students.
- C. Develops, monitors, and manages the annual budget request for the special education and pupil services departments.
- D. Prepares and manages grant proposals and budgets, and seeks additional, alternative special education and pupil services funding, as available through state and/or federal sources.
- E. Monitors all state and federal regulations affecting special education and stays abreast of changes, development, research, and trends in pupil services.
- F. Works with the staff and community to promote the acceptance of inclusive practices for students with disabilities in the least restrictive environment and ensures coordination of special education and pupil services to serve in the best interest of students.
- G. Monitors student Individual Education Plans (IEPs) for appropriate goals, assessments, format, and due process.
- H. Serves as the district Section 504 Coordinator and monitors student 504 plans for appropriate accommodations / modifications, assessments, format, and due process.
- I. Chairs or delegates leadership of Planning and Placement Team (PPT) meetings for out-of-district students receiving services, and monitors the placement and services provided to tuition students.
- J. Participates in the selection and appointment of new certified, non-certified, and non-affiliated staff members associated with special education and pupil services.
- K. Supervises and evaluates, in cooperation with administration, members of special education and pupil services as designated by the Superintendent of Schools.
- L. Assumes the role of McKinney-Vento Homeless Education Liaison and is responsible for working with homeless education issues in the Stafford Public School District.
- M. Organizes and delivers appropriate professional development for certified and non-certified special education and pupil services personnel.
- N. Serves as the Title IX Coordinator and Safe School Climate Coordinator.
- O. Oversees magnet school budgeting, transportation, and services, while working with the District Registrar regarding the enrollment process.
- P. Works with the District Transportation Coordinator to meet the transportation needs for students with disabilities.
- Q. Coordinates health services provided for all students with the school nurses.
- R. Consults with and advises administration regarding disciplinary issues as they relate to the involvement of special education and pupil services, including the organizing of homebound instruction as required.
- S. Monitors the district and staff duties related to Medicaid reimbursement claims.
- T. Coordinates and assists appropriate staff with attorney requests or legal matters.
- U. Performs other related duties as assigned or required by the Superintendent of Schools.

SALARY: As set by contract schedule between Board of Education and the Stafford Administrators' Association.

Revised 02/08/21