DRACUT PUBLIC SCHOOLS

JOB DESCRIPTION

**TITLE:** Director of Student Services

**QUALIFICATIONS:**

* A minimum of a Master’s Degree from an accredited College or University with specialization In Special Education or a related field;
* At least five (5) years of experience in education, part of which must have been in teaching and/or supervising in the field of Special Education;
* Licensure by the Massachusetts Department of Elementary and Secondary Education as Special Education Administrator;
* Such alternatives to the above-defined qualifications as the Superintendent of Schools would deem to be appropriate and acceptable;

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Special Education, Section 504, Civil Rights and Nursing

**LEADERSHIP GOAL**:

* Supervise, coordinate and develop programs and services to enable students to achieve their potential while maintaining compliance with applicable laws and regulations.

**PERFORMANCE RESPONSIBILITIES:**

* Supervise and coordinate special education, and nursing services
* Work as a collaborative member of the Central Office Leadership and District Team
* Oversee compliance of federal and state special education and other applicable disability, and health related laws and regulations
* Serves as Section 504 Coordinator for the district
* Advise Superintendent of Schools on program/service issues and needs
* Recruit and recommends student services staff in collaboration with principals
* Collaborate with principals regarding supervision and evaluation of special education, and nursing personnel
* Plan professional development programs targeting student and staff needs
* Coordinate and serves as liaison with state and area social service agencies, courts, clinical personnel and hospitals
* Represents district on the Special Education Advisory Board of the Valley and CREST Collaboratives
* Assess special education programs and services for improvement and development
* Develop and manage department budgets and applicable grants
* Establish/Revise procedures for the identification, educational placement, and IEP or Section 504 Accommodation Plan development for eligible students
* Maintain special education student records as required by regulations
* Submit required reports with the Department of Elementary and Secondary Education
* Support and collaborate with the Special Education Parent Advisory Council
* Keeps current with research and evidenced based practices
* Collaborate with School Business Administrator regarding establishment and oversight of special education transportation
* Manage legal matters within departmental purview
* Participate in School Committee, subcommittee, and other applicable town meetings as assigned by the Superintendent of Schools
* Assume other duties as may be assigned by the Superintendent of Schools

**Contract:** 12Month Individual Employment Contract