

Eastford School District
Job Description and Performance Responsibilities

Position Description: Director of Pupil Services

Desired Qualifications: Must hold 092 certification and certification in special education/special services endorsement and be familiar with the PPT process. The successful candidate will have strong interpersonal, communication, and organizational skills. Preferred experience includes work in multiple settings from PK-12, familiarity with the continuum of educational placements, and ideally, familiarity with the new CT-SEDS system and IEP Quality training.

Reports to: Superintendent

General Description: The Director of Pupil Services is responsible for programs for exceptional students in accordance with IDEA, from referral through implementation and all monitoring, reporting, and budgeting duties. Further, the Director interfaces with the school administration for multi-tiered systems of support and the 504 process.

Performance Responsibilities:

1. Supervise and manage Child Find and special education processes for students from age 3-22, including legal requirements, procedural matters, implementation of programs, and policies. This includes supervision of Extended School Year programs, special education transportation, and supervision of students at high schools and outplacements. The Director is responsible for the production of compliant processes and documents (IEPs, 504 Plans, and related documents) and for the oversight and training of all those involved in such.
2. Prepare and monitor all related financial matters, including special education expenditures, LEA budget, preparation of IDEA and other grants, and Medicaid reporting requirements.
3. Supervise and certify all special education and related state reporting and monitoring; maintain local records and reporting for Board of Education.
4. Maintain communication and productive working relationship with families, students, staff, administration and school community through onsite interactions and maintenance of the Pupil Services Webpage, school newsletter, and electronic communications.
5. Obtain contracts with all schools and providers regarding special education/related services programming as needed.
6. Interface with school technology staff regarding software and student data privacy requirements/reporting.
7. Collaborate with the superintendent and principal in evaluating the effectiveness of existing special education programs and developing recommendations for change.
8. Interpret the objectives and programs of special education to the Board of Education, administration, staff and community.
9. Plan professional development of staff and sustain ongoing professional development specific to the position by attending ConnCASE state and regional meetings, and others as appropriate.
10. Act as the District Compliance Officer for Title VI, IDEA, and others as assigned.
11. Attend Board of Education meetings.
12. Perform any pertinent duties as assigned by the Superintendent.

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