

Eastford School District
Job Description and Performance Responsibilities

Position Description: Director of Pupil Services/Assistant to the Principal

Desired Qualifications: Must hold 092 certification and an endorsement in special education/special services 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 grades PK-12, IEP Quality training, familiarity with the continuum of educational placements, and with the CT-SEDS system.

Reports to: Superintendent/Building Principal

General Description:

The Director of Pupil Services/Assistant to the Principal:

- 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.
- Assists with discipline of all students in accordance with district policies and procedures for school and transportation-related incidents.
- Assists with routine tasks and responsibilities such as budget planning, evaluations for support staff, newsletters, curriculum, and professional development.
- Provides administrative coverage when the principal needs to be away from the building.

Performance Responsibilities for the Director of Pupil Services/Assistant to the Principal:

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, 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, 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 the Board of Education.

4. Maintain communication and productive working relationships 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. Oversee GCN platform for all staff training modules and staff professional development. Specifically plan professional development for 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 administrator/designee for the following:
 - RTI/MTSS team – meets 2 to 3 times per week during school hours to review data and assist teachers in informing instruction.
 - School Climate Committee - meets formally once per month - but meets informally with school counselor on a regular basis to oversee class meetings and advisory groups. Prepares, administers, and collects data from school-wide climate surveys, meets regularly with EastConn staff to continue staff development in this area for all staff.
 - School Safety and Security Committee - meets with Board of Education committee on School Safety approximately 3 times per year, oversees the annual update of the school safety and security plan, provides professional development to all staff regarding school safety and security plan, conducts monthly fire drills and lockdown drills in accordance with the plan and state requirements, gives input regarding school safety grant, and advises the school principal as to related needs as they arise regarding school safety and security.
 - 504 Plans - for all District students - work with school secretary and 504 case manager to schedule annual meetings to review 504 plans. In coordination with school principal, attend all 504 meetings as the administrator/designee, take meeting notes and assist case manager in updating documentation on established platform/software for validation, educate staff on changes in any plans for all students.
11. Act as the District Compliance Officer for Title VI, IDEA, and others as assigned.
12. Attend the meetings of the Curriculum Committee and the Professional Development Committee as requested by the Principal.
13. Attend Board of Education meetings as requested by the Superintendent.
14. Perform any pertinent duties as assigned by the Superintendent.