

MARSHALL PUBLIC SCHOOLS

SERIES 200 ADMINISTRATION

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DIRECTOR OF PUPIL SERVICES (Job Description)

It shall be the responsibility of the Director of Pupil Services to ensure that all children with disabilities and other special needs receive appropriate educational services. The Director of Pupil Services shall administer all special education programs which are provided by the district.

Qualifications:

1. Proper certification as a director of pupil services or supervisor of special education as required by state law.
2. At least a master's degree in special education, administration or a related educational field.
3. A minimum of three years of successful related experience.
4. Knowledge of state and federal regulations governing special education.
5. Knowledge of and experience in the supervision and evaluation of professional staff.
6. Knowledge of and experience in the development and evaluation of curriculum.
7. Knowledge of and experience with the teaching and learning process.
8. Knowledge of and experience in the development and maintenance of a positive school climate.
9. A willingness to maintain an updated level of professional expertise in the area of pupil services/special education by engaging in professional growth activities.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
11. Any additional qualifications established by the Board.

Responsibilities:

The Director of Pupil Services shall:

1. Provide administrative leadership for all special education services.
2. Provide efficient and appropriate leadership to plan, develop, implement and evaluate appropriate special education offerings to all children with disabilities.
3. Provide leadership that integrates special education with regular education.
4. Provide for placement, admission, programming and termination decisions and follow up for individual children with disabilities served by special education programs.
5. With members of the administrative team, administer, supervise and coordinate services of special education and ancillary personnel for all aspects of programs and services for children with disabilities.

6. Develop, administer and oversee the entire individualized education program (IEP) team process including reports and forms developed for children with disabilities.
7. Serve as liaison between special education programs and services for children with disabilities and regular education, parents/guardians, the community and other agencies.
8. Coordinate and provide related development activities for special education instructional and ancillary personnel, regular education personnel, other district personnel, parents/guardians and other community personnel.
9. Provide/arrange for appropriate facilities, special transportation and resources for students, staff, programs and services.
10. Prepare applicable budgets, manage budget implementation and provide for fiscal accountability of pupil service programs.
11. Complete all special education report forms and district plans as required by the Department of Public Instruction (DPI).
12. Oversee the screening, identification and referral of children suspected of displaying disabilities.
13. Oversee programs for children at risk, alcohol and other drug abuse programs, guidance and counseling services and services to limited English-proficient students.
14. Perform all other duties as assigned by the Superintendent.

Legal References: Sections 118.24 Wisconsin Statutes
121.02(1)(a)
PI 3, Wisconsin Administrative Code

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