

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Director of Pupil Services	8/16/2021	234

Immediate Supervisor: Superintendent

BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Pupil Services is to provide leadership to the special education and pupil services staff for the district to ensure a high standard of instructional and support services for students.

ESSENTIAL JOB FUNCTIONS

This position is responsible for promoting the success of all students by:

- Creating learning opportunities focused on an inclusive school environment.
- Providing focused instructional leadership to facilitate a collaborative problem solving environment for students and staff.
- Providing coaching for the improvement of the staff and their practices.
- Oversee faculty and staff performance evaluations and conduct investigations that may lead to disciplinary action(s).
- Ensuring special education teachers and staff are aware of and utilizing the most current practices of learning and makes the discussion of these a regular aspect of the school's culture.
- Collaboratively leading the school community in a school improvement plan that provides high accountability by establishing goals and metrics to measure progress to positively impact student achievement for all students.
- Recruits, selects, develops, evaluates, and assigns staff members to continuously improve the school environment and student results outcomes in alignment with the school's goals.
- Modeling professionalism and anti-racist, ethical behavior in all interactions with staff, students, families, and community members.
- Maximizing time focused on student learning, uses feedback to improve school performance and student achievement, and demonstrates initiative and persistence to achieve school goals and improve performance.
- Involving special education teachers in the design and implementation of important educational decisions and rules.
- Willingly and actively challenging the status quo as an innovative disruptor.
- Fostering a shared belief that all students can learn at a high level.
- Advocating for the school to all stakeholders.
- Providing special education teachers and staff with the materials and professional development necessary for the successful execution of their jobs aligned with the school district strategic plan.
- Establishing a set of standard operating principles and procedures.
- Working with stakeholders to develop a positive climate and culture where all students can thrive and feel connected to.

- Maintaining current knowledge base about best practices in curriculum, instruction, and assessment.
- Establishing strong lines of communication with and among special education teachers, staff, students, and parents.
- Adapting leadership behavior to the needs of the current situation and is comfortable with dissent.
- Inspiring and leading new and challenging innovations.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Lead the budget development process aligning the learning priorities to financial needs while managing the funds flexibly and responsibly.
- Oversee management of school records and resources as necessary.
- Ensure compliance of local, state, and federal laws and regulations.
- Actively participating in the design and implementation of curriculum, instruction, and assessment practices.
- Effectively communicating with special education teachers, paraprofessionals, parents/guardians and students using multiple avenues.
- Ensures compliance with Statewide assessment procedures and processes.

RESPONSIBILITIES SPECIFIC TO DIRECTOR OF PUPIL SERVICES

- Serves as the LEA at student evaluation and annual IEP meetings and ensures that all special education processes are followed according to DPI requirements.
- Oversees 504 evaluations and annual review process.
- Serves as Rtl Coordinator for the district
- Services as the District Assessment Coordinator
- Serves as the District's Title IX Equity Coordinator
- Serves as the District's English Language Learner (ELL) Coordinator
- Serves as the District's gifted and talented contact

SUPERVISION RECEIVED: By superintendent

SUPERVISION EXERCISED: Teachers and building support staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

1. Possess and maintain a current Wisconsin Department of Public Instruction (DPI) license for Director of Special Education and Pupil Services (80)
2. Must possess and maintain or be eligible to obtain a current Wisconsin Department of Public Instruction license to teach.
3. Valid drivers license

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised 8/16/2021