

NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION

JOB TITLE: *DIRECTOR – STUDENT SUPPORT SERVICES*

Job Purpose Statement/s:

- Under the Direction of the Assistant Superintendent, Educational Services plans and supervises the special education and pupil services functions of the district, including the school health and student attendance programs.
- Under the Direction of the Assistant Superintendent, Educational Services supervises and evaluates the activities of the Special Education Program Specialist
- Under the Direction of the Assistant Superintendent, Educational Services supervises the placement of new students, both district residents and students requesting inter and intradistrict transfers.

Essential Job Functions:

- **Plans, organizes, and administers** special education and pupil services programs, including budget development and administration, curriculum review and implementation, technical assistance to staff and program development and evaluation.
- **Supervises and performs** employee evaluations for selected special education personnel including the Program Specialist.
- **Supervises** the preparation of all local, state, and federal reports required for special education.
- **Serves** as district liaison to the South County Special Education Local Plan Area (SELPA), public agencies, other school districts, and private schools regarding special education students.
- **Attends** Student Study Team (SST) and Individualized Education Plan (IEP) meetings as appropriate.
- **Administers** the LEA Medi-Cal Billing Program and chairs the LEA Medi-Cal Reinvestment Committee.
- **Supervises, evaluates and administers** the district health program including staff supervision, budget development, program evaluation and development of required state and federal reports.
- **Provides** program supervision of district attendance program, supervises the School Welfare and Attendance Officer, and serves as chair/coordinator of the activities of the School Attendance Review Board.

- **Supervises** the student placement program, including placement of new students and students requesting inter and intradistrict transfers. Implements the Board policy on school attendance and placement.
- **Assigns** and **supervises** home instruction teachers for eligible students as provided by Board policy.

Other Job Functions:

- Perform related duties as assigned.

Job Requirement – Qualifications

- Experience Required: A minimum of three years experience working with special education students in an instructional setting. Minimum of one year experience working in a management position at the district or SELPA level. Experience working with school site IEP or SST Teams. Staff development experience at the site and/or district level.
- Knowledge and/or Abilities Required: Knowledge of special education law and compliance issues; ability to develop and manage department budgets; ability to evaluate program effectiveness; ability to develop and support the implementation of special education curriculum; knowledge of pupil personnel law and regulations; ability to work with health professionals; ability to work effectively with collaborative partners.
- Education Required: B.A. or B.S. from an accredited college or university; minimum of Masters Degree in Education-related field
- Licenses, Certifications, Bonding and/or Testing Required: Appropriate Administrative Services Credential. Criminal Justice Fingerprint Clearance.