

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Director of Student Support Services	<b>Department:</b> Student Services
<b>Immediate Supervisor's Position Title:</b> Superintendent of Schools	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b>
<b>Job Summary:</b> Under the direction of the Superintendent, the Director of Student Support Services directs, develops and provides ongoing leadership for coordinated and comprehensive Student Support Services, within established policies, goals and philosophies of the Northfield School District and any applicable Federal or State mandates, which provides education and special services for students with special needs. Programmatic responsibilities include special education, Section 504, ELL, Federal Programs, School Health Services, District Pupil Services (guidance, social work, psychologists), the Area Learning Center and the administrator for Longfellow Elementary School. The position serves as Director of Special Education, 504 Coordinator and District Representative for Federal Programs.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Program planning and development
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Establishes those policies and protocols required to create and sustain a coordinated and comprehensive array of special services that consistently meets the needs of students served.</li><li>• Staffs the department with highly competent individuals whose preparation, interests and work standards are consistent with District expectations.</li><li>• Plans and designs overall program guidelines in conjunction with other administrators to foster communication and incorporation of special services into a single, flexible and district wide system.</li></ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Program implementation and management
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Provides planning, direction and operational leadership for all program areas to ensure compliance with all applicable mandates, guidelines, outcomes, measurements and required reporting of program activities.</li></ul>		

- Evaluates existing public and private programs within the District for students with disabilities; determines if programs are duplicated or overlapped; and develops policies and protocols for coordination of such programs.
- Monitors and evaluates special education programs and I.E.P.'s for compliance with State and Federal rules and prepares various reports regarding program statistics, student numbers served and types of services provided.
- Evaluates cooperative programs outside the District and approves enrollment in selected programs for students with disabilities.
- Identifies and arranges for special resources needed for students with disabilities, including the determination of need for low incidence consultants and preparing special funding requests for special students covering instructional equipment and supplies.
- Administers special services finances, including monitoring expenditures, to ensure compliance with applicable legal / regulatory guidelines on funds disbursement.
- Develops and maintains a system for the identification, placement and monitoring of special needs students served within and outside the District.
- Develops and maintains an Early Childhood Special Education program.
- Supervises personally or as a team member and coordinates school programs e.g. early childhood special education and alternative learning programs.
- Coordinates District homebound and ESL programs, including the provision of direction and supervision for the District's itinerate staff (health services providers, psychologists, social workers, etc.) in cooperation with building principals.
- Maintains active membership in professional associations in order to stay current and provide excellence in instructional and managerial leadership.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other job related responsibilities as scheduled or requested.
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
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### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Master's Degree or higher in Educational Administration and Supervision from an accredited college or university.	
Major field of study or degree emphasis:			
1 year college	2 years college		
3 years college	4 years college		
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
x	2nd year graduate level	<ul style="list-style-type: none"> <li>• Knowledge of District policies, protocols and expectations</li> </ul>	

<b>Doctorate level</b>	<p>for special services and applicable Federal and State guidelines and the ability to apply all of the above in an environment of continual and frequent change.</p> <ul style="list-style-type: none"> <li>• Knowledge of current trends in education generally and specifically for students with special needs.</li> <li>• Knowledge to ensure fiscal integrity and recommend the allocation of available resources to provide a balance or programs in all buildings.</li> <li>• Knowledge to keep current in the fast-paced and constantly changes areas directly and indirectly linked to special services.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
Have a minimum 3 years' experience in teaching.

**Required Supervisory Experience:**  
One to three years.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Hold a current license as a Director of Special Education.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills with an ability to effectively implement established policies and protocols throughout the District's special services programs and initiatives.</li> <li>• An ability to recognize and manage ambiguity in the development of policy direction and department practices.</li> <li>• An ability to recruit, select, and retain staff who are committed to excellence and who perform with confidence.</li> <li>• Highly developed and effective team management skills.</li> <li>• An ability to develop and sustain productive, respectful peer relationships.</li> <li>• Highly developed skills in planning, needs assessment, process management and program evaluation keeping the program in compliance, aligned with student needs and consistent with the District mission.</li> <li>• An ability to formulate, apply and leverage effective evaluation and assessment methods in a manner which enhances the breadth, depth and impact of special services.</li> <li>• The ability to produce timely, concise program and evaluative reports as scheduled or requested.</li> <li>• The skill and ability to ensure fiscal integrity and recommend the allocation of available resources to provide a balance or programs in all buildings.</li> <li>• The skill and ability to keep current in the fast-paced and constantly changes areas directly and indirectly linked to special services.</li> <li>• The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Special Education Coordinator	1
2	Alternative Learning Center Coordinator	1
3	Student Services Secretary/Office Staff	2
4	School Psychologists	3

5	School Nurse	1
6	Occupational Therapists	2
7	Physical Therapist	1
8	Autism Resource Specialist	1
9	ECSE Instructors	5
10	Longfellow / ESCE Speech / Language Clinician	1
11	Longfellow Social Worker	1
<b>TOTAL</b>		19

<b>INDIRECT SUPERVISION:</b>	
<p><b>Number of employees indirectly supervised:</b> All other staff at Longfellow (educational assistants, custodians, etc.), all special education staff within the other buildings, all pupil services staff in the other buildings (nurses, counselors, social workers) and all the Alternative Learning Center staff.</p>	<b>Total:</b>

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>This position works in a typical school district office environment and not exposed to any significant environmental hazards and risks. The nature of the work can involve some disagreeable human interactions/conflicts, and fluctuations in work volume, deadlines and priorities.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>		X		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		X		
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**