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POSITION:

DIRECTOR OF STUDENT SERVICES

ORGANIZATION:

The Director of Student Services reports to the Superintendent of Schools and works collaboratively with all stakeholders to develop and coordinate a district-wide program of special services to students.

QUALIFICATIONS:

Possess a Master's Degree in Special Education or a related field; administrative certification and experience as a Special Education Supervisor, Pupil Personnel Services Director, or K-12 Principal, and at least five years of successful teaching experience in special education. Experience in leading additional targeted support improvement (ATSI) initiatives preferred.

SCOPE OF RESPONSIBILITIES:

- Works with the Superintendent to coordinate and monitor the implementation of the district's Student Services programs, including the recruitment, assignment, and evaluation of the student services staff: (psychologist, guidance counselors, social workers, nurses, dental hygienist, special education supervisor, physical-occupational-speech therapists, support staff, etc.)
- Develops, directs, implements, and evaluates procedures for the coordination of special education programs and services (Chapter 14 (special education), Chapter 15 (SDS/504), Chapter 16 (gifted services), and Home Education), including pre-referral/identification criteria and out of district placement criteria, per law and board policy.
- Serves as the district's liaison to all school and community organizations and agencies related to student services, such as juvenile probation, intermediate unit programs, children-youth and families, transportation services, truancy, community based counseling, and child welfare.
- Prepares for special education administrative reviews, mediations, and due process hearings.
- Coordinates services for students protected under the McKinney-Vento Homeless Assistance Act.
- Coordinates the English Language Learner (ELL) program.
- Coordinates AEDY placements and serves as the liaison to all alternative education placements.

- Maintains all Special Education records and submits all reports to state and federal agencies as they relate to special education and student services programs.
- Assists the Director of Curriculum and Instruction with planning professional development activities for all student services personnel.
- Prepares the budget in conjunction with the Business Manager for all student services programs within the district.
- Provides leadership to ensure the School Based Access Program (SBAP) is maximized for reimbursement.
- Maintains a working knowledge of current educational issues and trends through professional reading, attendance at appropriate workshops and conferences, visitation to model programs, and participation in other professionally enriching experiences.
- Participates in district level committees relating to programs and/or curriculum revisions related to student services.
- Performs other duties as assigned by the Superintendent of Schools.

APPLICATION INSTRUCTIONS

Interested applicants should apply through this website by clicking Apply Online at the top right of this email. Resume, Letter of Interest, Certifications, as well as Three (3) Letters of recommendations must be uploaded for consideration.

Paper copies of applications will not be considered. Required employment clearances will be expected prior to appointment.

The application deadline is: Friday, April 10, 2020

Octorara Area School District is an Equal Opportunity Employer

Octorara uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.