

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-R DSS

1:0 DIRECTOR OF STUDENT SERVICES

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Director of Student Services reports to and is evaluated by the Superintendent of Schools.

3:0 FUNCTIONS AND DUTIES- THE DIRECTOR OF STUDENT SERVICES IS THE EXECUTIVE LEADER RESPONSIBLE FOR ALL ACTIVITIES OF THE FAIRHAVEN PUBLIC SCHOOLS AS THEY RELATE TO THE PROVISION OF SERVICES TO STUDENTS IDENTIFIED AS SPECIAL NEEDS AND FOR ALL SERVICES THAT PROVIDE ASSISTANCE TO THESE STUDENTS.

3:1 The Director of Student Services assures adherence to, and implementation of, all Federal (IDEA) and State (Ch 766) mandates. The Director of Student Services ensures the implementation of all programs and services determined by the TEAM evaluation process adhering to all Coordinated Program Review Standards.

3:2 The Director of Student Services understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Director of Student Services coordinates and assists building principals in finding the best combination of educational programs, assistive technology, and other services, for each school-age child with special needs; including placement of school-age children with special needs in programs designated as day school programs and residential school programs.

3:4 The Director of Student Services oversees the coordination and management of the District's Child Find outreach efforts for children aged three to five years who reside in the community, including pre-school screening.

3:5 The Director of Student Services coordinates testing and diagnostic procedures including securing psychological and counseling services as they relate to special education including managing of all related contracted services.

3:6 The Director of Student Services prepares and administers, under procedures established by the Superintendent of Schools, an annual operating budget, and provides expenditure control on established budgets for special education services.

3:7 The Director of Student Services will coordinate and in some cases provides, staff development and workshops/trainings regarding special education issues that assure compliance with special education services.

3:8 The Director of Student Services will attend state and regional meetings and participate actively in professional organizations.

- 3:9 The Director of Student Services will facilitate communications and working relationships with parents, outside agencies and community resources; and provide support and assistance to the Special Needs Parent Advisory Council.
- 3:10 The Director of Student Services will coordinate, and prepare reports and statistical information required by the DESE and other state/federal programs. (i.e. circuit breaker)
- 3:11 The Director of Student Services will oversee, prepare and administer all Federal and State Grant programs and early childhood programs as they relate to special education.
- 3:12 The Director of Student Services assures adherence to the DESE Coordinated Program Review Standards.
- 3:13 The Director of Student Services oversees, coordinates, and monitors special education programs beyond the school day and school year, collaborative placements, private school placements, supported work experience programs, and transitional programs for Fairhaven students identified as having a special need.
- 3:14 The Director of Student Services will evaluate special education staff and will assign all support service personnel regarding special education services.
- 3:15 The Director of Student Service coordinates tutorial services.
- 3:16 The Director of Student Services coordinates special education transportation.
- 3:17 The Director of Student Services will interpret the objectives and programs of special education for the Superintendent, School Committee, administration, faculty and staff and the school community.
- 3:18 The Director of Student Services will serve as the district's Early Childhood Coordinator.
 - 3:18.1 The Early Childhood Coordinator ensures access to High Quality Early Education and Care.
 - 3:18.2 The Early Childhood Coordinator oversees the Integrated pre-school Program.
 - 3:18.3 The Early Childhood Coordinator assesses school readiness at Kindergarten entry.
 - 3:18.4 The Early Childhood Coordinator works with Building Principals re: Full-day Kindergarten.
- 3:19 The Director of Student Services will identify the appropriate use of the Board Certified Behavior Analyst (BCBA).
 - 3:19.1 The Director of Student Services is responsible for the acquisition of BCBA providers.
 - 3:19.2 The Director of Student Services implements proper utilization of BCBA services.

3:20 The Director of Student Services will perform other duties coordinating Home Schooling, English Language Learner Education and Homeless Families (McKinney Vento Act).

4:0 THE DIRECTOR OF STUDENT SERVICES FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.

4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY

4:1.1 The Director of Student Services recognizes his/her role as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The Director of Student Services demonstrates the ability to listen to the concerns of all school community members in an approachable, respectful manner, while setting boundaries in dealing with confrontational situations with others.

4:1.3 The Director of Student Services communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Director of Student Services expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The Director of Student Services recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Director of Student Services believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:2.3 The Director of Student Services holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.

4:3 SAFE ENVIRONMENT

4:3.1 The Director of Student Services constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Director of Student Services builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

- 4:4.1 The Director of Student Services believes that all decisions should be made from the perspective of putting children's needs first.
- 4:4.2 The Director of Student Services resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
- 4:4.3 The Director of Student Services adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

5:0 QUALIFICATIONS

- 5:1 The Director of Student Services shall hold Massachusetts Certification credentials as a Director of Special Needs.
- 5:2 Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a special needs teacher/school psychologist in a single school system with the granting of professional teacher status in the position.
- 5:3 Masters Degree or higher with a major in Special Needs, Psychology, and/or Counseling Services.
- 5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

6:0 CONDITIONS and TERMS OF EMPLOYMENT

- 6:1 The contract of agreement between the Fairhaven Public Schools and the Director of Student Services regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 6/8/2016