QUALIFICATIONS:

1. Master’s Degree or higher.

2. Eight years or more successful experience in education with at least five years administrative experience at the building level or higher, preferred.

3. Demonstrated skill in oral and written communication.


5. Administrative experience in the following areas is required:
   - Special Education Programs
   - Federal/State Special Education Law
   - Preschool Rules and Regulations
   - Assessment
   - Multicultural Education
   - IDEA
   - Assistive Technology
   - Data Analysis
   - Staff Development

6. Such alternatives to the above as deemed appropriate by the Board of Education.

JOB GOAL:

Provide direction and organizational structure to the entire Student Services’ staff in the implementation of policies and procedures related to Federal and State laws for Special Education, Americans with Disabilities Act and Section 504.

REPORTS TO:

Chief Academic Officer (CAO)

SUPERVISES:

Assigned staff

PERFORMANCE RESPONSIBILITIES:

1. Plans and organizes special education and other student services tailored to the identified needs of the district’s student population.
2. Directs and manages comprehensive programs and services in, but not limited to the following areas: speech and language services, school psychological services, school health services, special education programs for students with disabilities.

3. Ensures the delivery of student services, which supplement and support the district’s other educational programs and activities.

4. Evaluates all programs.

5. Consults with elementary and secondary principals on aspects of program implementation in the schools.

6. Supervises the following student services staff: student services coordinators, school psychologists, speech and language pathologists, school nurses, supplemental services teachers, occupational therapists, physical therapists, adapted physical education specialists, transition coordinators, mental health specialists, and in cooperation with building principals, all other special education staff.

7. Develops and recommends to the superintendent policies and procedures related to student services.

8. Serves as a liaison to the State Department of Education, Office of Exceptional Children, State Support Team 11 and other special education and student services groups.

9. Prepares mandated reports for submission to the Ohio Department of Education.

10. Initiates and maintains contact with community agencies and citizens’ groups.

11. Assists building administrators by interpreting for the district policies and procedures relating to students with disabilities.

12. Provides leadership and direction to administrators, special education supervisors, psychologists and special education staff for the implementation of federal law and Ohio rules for educating students with disabilities.

13. Administers IDEA-B and other related state and federal grants awarded to the school district.

14. Coordinates activities between the school district and outside agencies, e.g., human services, children’s services, juvenile court, child and adolescent psychiatric services.

15. Coordinates the placement of students with disabilities in alternative placements including schools outside the district.

16. Prepares all local, state and federal reports relative to areas of special education and student services.

17. Assists in developing district-wide policies concerning the special education programs and student services.
18. Develops procedures to maintain complete individual records of all children enrolled in special education.

19. Recommends the approval of supplies, materials and textbooks used by special education programs and student services’ staff.

20. Advises all personnel on rules and regulations regarding all programs that relate to special education, Section 504 and student services.

21. Develops processes and procedures to ensure the accurate reporting of special education and regular education data as it impacts the state EMIS systems.

22. Attends Dublin City School Board of Education meetings as requested by Chief Academic Officer.

23. Performs other duties as assigned by the Superintendent or designee.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT:

Per the Dublin City Schools Administrative Compensation and Fringe Benefits Package.

Salary: As approved by the Board of Education - Level 17

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

Adopted 4/13/15
Revised 2/22/16