

COORDINATOR OF STUDENT SERVICES

MANAGEMENT POSITION

PRIMARY FUNCTIONS:

- Administrative leadership and oversight of diploma bound Non-Public School and Residential Treatment Center placements.
- Administrative leadership and oversight of pre-Special Education student intervention and support services.
- Administrative leadership and oversight of the District's Non-Public Alternative School Programs

Directly responsible to: Director of Special Education

QUALIFICATIONS

I. EDUCATION

- A. Advanced degree
- B. Appropriate Pupil Personnel and/or Administrative Services credential

II. EXPERIENCE

At least three years of successful related experience in Administrative Services, Student Services, and/or Special Education services.

APPOINTMENT

The Superintendent shall recommend a candidate to the Board of Trustees for appointment.

OPERATIONAL RESPONSIBILITIES

1. Provide administrative leadership for diploma-bound Non-Public School and Residential Treatment Placement placements.
2. Provide district-level leadership, coordination, and oversight of 504 Plan program and assist sites with related procedures and compliance.
3. Provide district-level leadership, coordination, and oversight of Student Success Team processes and procedures and assist sites with related procedures and compliance.
4. Provide district-level leadership, coordination, and oversight of Child Find intervention processes and services and assist sites with related procedures and compliance.

5. Provide district-level leadership, coordination, and oversight of Supplemental Instruction services and processes and assist sites with related procedures and compliance.
6. Provide district-level leadership, coordination, and oversight of early intervention services.
7. Directly supervise the District's special education reading intervention specialist.
8. Advise staff on special education procedures and processes to ensure IEP compliance.
9. Act as a liaison to NCCSE when needed.
10. Assist in providing special education professional development to all staff.
11. Assist Director of Special Education in instructional and curriculum leadership.
12. Provide updates to the Director of Special Education.
13. Perform other duties as assigned.