

SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – DIRECTOR OF STUDENT SERVICES

Job Title	Director of Student Services
Supervisor	Superintendent
Qualifications:	New Hampshire Certification as a Special Education Administrator or Superintendent. Master's Degree in Education with an emphasis in special education or related area. Five years of teaching experience in the field of special education or related experience.
Purpose	Ability to coordinate all special education programming in the school district, including oversight of all special education matters related to IEPs and assurance that all students with disabilities are provided a Free and Appropriate Education (FAPE) in the least restrictive environment (LRE) possible. Oversight of Section 504, McKinney-Vento, Foster-Care, ESOL, and Title IX laws.
	<ul style="list-style-type: none"> <li>• Coordinate and develop programs within the district to ensure smooth development, transition and accomplishment of special education services for the district.</li> <li>• Develop and maintain a student services/special education procedures manual and district Section 504 manual and ensure that all district personnel are instructed on its use.</li> <li>• Attend regional and state meetings relating to student services/special education and work with national, state and regional Directors of Student Service/Special Education to advocate for appropriate education deliveries for students with disabilities.</li> <li>• Maintain a current understanding of all federal and state laws, rules and regulations relating to special education and related educational law and ensure all district leadership are abreast of changes in the laws, including IDEA, Section 504, and Title IX.</li> <li>• Evaluate all special education programs on an ongoing basis and recommend changes and additions to programs as needed.</li> <li>• Ensure that procedures are in place for early, timely and continuous identification of students with disabilities and work with contracted service providers to ensure appropriate delivery of student services/special education programs.</li> <li>• Work with out of district providers to ensure appropriate delivery of student services/special education programs.</li> <li>• Advise the Superintendent and School Boards on all issues relating to special service/special education programming.</li> <li>• Meet with student service/special education personnel on a regular basis.</li> <li>• Support supervision of and provide feedback for evaluations of student services/ special education personnel in conjunction with building principals or other program coordinators.</li> <li>• In conjunction with building level Assistant Principals, Principals and Building Coordinators, interviews applicants and recommends to the Superintendent finalists for all student service and special education positions.</li> <li>• Takes the lead in conducting the final interview and hiring for all Special Education Paraprofessionals.</li> <li>• Plans, implements and if necessary, delivers staff development activities needed to accomplish programs goals in student services and special education and as they relate to the school board's goals.</li> <li>• Serves as the Title IX District Coordinator.</li> <li>• Assure that the curricula are sufficiently differentiated to ensure learning for all and uses assessment data to make decisions about student service and special education programs and student placements.</li> <li>• Works with building principals and program coordinators to ensure adequate space for student service/special education programs.</li> <li>• Plans, implements and supervises special education transportation services.</li> <li>• Oversees all federal and state grants for student services/special education program.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develops and is accountable for the student service/special education expenditures and revenues and makes regular status reports to the Superintendent and School Board.</li> <li>• Supervises the ESOL program and provides oversight on the Title III consortium grant.</li> <li>• Serves as the district's Section 504 Coordinator and provides counselors support as needed for specific student cases.</li> <li>• Coordinates, in conjunction with building coordinators and counselors, homebound instruction and tutoring for students with disabilities.</li> <li>• Supervises the out of district Coordinator and ensures the coordinator is working with families and agencies to ensure students' needs are being met</li> <li>• Determines eligibility, under Title I, for McKinney-Vento cases and Foster Care placements.</li> <li>• Supervises Assistant Principals, Principals, and building coordinators on court-placed students to ensure they are placed and provided services in the least restrictive environment and in accordance with issued court documents.</li> <li>• Serve on the Leadership Team.</li> <li>• Carry out other responsibilities as designated by the Superintendent of schools.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	12-month year
Evaluation	Evaluation by the Superintendent in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*

February, 2022  
August, 2007  
May, 2005  
August 1998  
January 1994