



Coatesville Area School District

Rich in Diversity, Committed to Excellence

Position Description

TITLE: Director of Pupil Services

EMPLOYEE GROUP: Act 93 Certified Employees

REPORTS TO: Superintendent

SUPERVISES: Principals, Psychologists, Speech Therapists, Special Education Teachers, Paraprofessionals, Gifted Teachers, PIMS and Medical Access Administrator, Home School Visitor, Receptionist, Central Registration, Admin Asst/Access, Secretary, Family Liaison

DATE: February 14, 2023

LOCATION: Administration Building

FLSA: Exempt

EMPLOYMENT TERMS: 260 days

Job Summary

The Director of Pupil Services is responsible for developing, organizing and administering the operations of the elementary and secondary education program and special education programs and services. This position is responsible for development, implementation, management, and evaluation of quality instructional procedures and programs for the appropriate education of all children. The Director of Pupil Services is responsible for ensuring coordinated and consistent operational standards are in place for all school and that staff development results in improved classroom instruction and increased student achievement. This position shall have the overall and district-wide supervisor responsibilities in the area of special education as assigned by the Superintendent.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in a timely manner.

- Assist in achieving efficient and effective operations by functioning as a team member with the Superintendent, Director of Educational Services and other members of the administrative team.
- Complete ongoing bi-monthly review of student out of district placement data with Supervisors of Special Education, Principals, Director of Educational Services and share summaries of supervisor prepared reports on student progress to the Superintendent.
- Ensure that a monthly review of all truancy citations and provides a bi-monthly report on truancy and school absences developed by the Home School Visitor and Supervisor of Pupil Services.
- Provide direction and oversight of the Central Registration Process.
- Provide direction and oversight of special education programming.
- Oversee the student discipline and adjudication process.
- Provide oversight, planning and ensures complete and accurate reporting of all Safe Schools Reporting.
- Maintain on-going evaluation of the effectiveness of behavior support programs and develop strategies for improving school climate.
- Participate in the comprehensive planning to assist in setting the mission and vision for the district.
- Provide ongoing review and bi-monthly evaluation and feedback to principals on timeliness of special education reporting, procedural compliance, and student progress.

The Coatesville Area School District does not discriminate in employment, educational programs, or activities based on race, sex, handicap, or national origin. This policy of non-discrimination extends to all other legally protected classifications in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Section 503 and 504 of the Rehabilitation Act of 1973.

- Work with the principals to ensure effective development and implementation of individual education plans for students with disabilities.
- Ensure that principals fulfill their role as the LEA for all IEP meetings.
- Work with principals to develop guidance programs that result in academic achievement and 100% post-secondary education plans for every student with a disability.
- Work with principals to ensure that general education classrooms are accessible to students with disabilities and that there is equity in programming.
- Work with principals to review student discipline handbooks and have appropriate revisions prepared by the April Board meeting.
- Work with principals to review student discipline handbooks and ensure adherence and compliance with Chapter 14, 15, 16 and all federal statutes, regulations and laws. Work with the Director of Educational Services to ensure appropriate revisions are prepared by the April Board meeting.
- Work with the Director of Education Services and the principals to ensure that guidance departments are planning and ensuring college visits by all 8th grade students.
- Work with principals and Director of Pupil Services to develop written summer programming proposals for students with disabilities who qualify for extended school year services and presents to the board in February/March.
- Work collaboratively with the Director of Educational Services to provide oversight and evaluation to all cyber programs.
- Coordinate training for special education support staff in conjunction with the Director of Educational Services.
- Coordinate training for support staff in conjunction with the Director of Educational Services.
- Coordinate and plan with the Director of Education Services to ensure that all appropriate services are provided to students.
- Coordinate the administration, oversight and data reporting of all required standardized testing.
- Coordinate and plan with the Principals and Supervisors of Special Education to ensure that all appropriate services are provided to students with and without disabilities.
- Work with principals to develop state mandated improvement plans.
- Develop and deliver equity training.
- Provide oversight of the implementation of inclusion for exceptional students in all planned instructional units
- Provide oversight of students in alternative placements/programs and state reporting.
- Provide reporting on student progress of students with disabilities.
- Provide oversight and reporting on school psychology and mental health programming.
- Provide oversight and planning for ESL programming, state reporting and student progress.
- Provide oversight and planning for nursing services, state reporting and student progress.
- Provide oversight and planning for home school registration and participation.
- Provide oversight and planning for PIMS state reporting and student progress.
- Coordinate and oversee the Title IX investigations.
- Carries out supervisory responsibilities in accordance with applicable laws and school district policies, including interviewing and selecting candidates to recommend for employment.
- Maintains open communication with parents and resolve building level parent concerns and complaints in a timely and efficient manner with an emphasis on customer service.
- Analyzes student standardized testing results and provides annual and bi-annual results to the Superintendent.

- Supervises discipline in all buildings and works to analyze discipline data, ensuring that the implementation of the District's policies and practices concerning discipline is equitable.
- Regularly reviews discipline referral data by race, infraction, and discipline imposed to identify possible disparate treatment in the administration of student discipline.

Additional Functions

In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.

- Develop School Board Reports as assigned by the Superintendent.
- Review Board Policies as assigned by the Superintendent.
- Maintain current files, records, and reports.
- Completes all state reporting for special education, guidance, pupil services, ESL, nursing, medical access.
- Conduct staff development activities for building administrators.
- Provides oversight of special education programming, develop and administers special education and pupil services budget.
- Support and attend district-wide activities.
- Attends all meetings and serves on all committees as assigned by the Superintendent.
- Attends school board meetings and present the necessary reports to the board as directed by the Superintendent.
- Maintains current knowledge and skills to maintain the integrity of special education and pupil services programming.
- Maintains a visible presence in the schools and community.
- Oversees the Volunteer Building Equity Coordinators.
- Any other duties assigned by the Superintendent.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without advance notice.

Requirements and Qualifications

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

Required Education: Special Education Certification, Master's Degree, Principal Certification, Doctorate preferred, district level administration and special education experience preferred.

Required Skills and Knowledge:

A minimum of ten years supervisory/administrative/leadership experience in public or educational institution, five of which must have included budgetary planning and responsibilities.

Demonstrated leadership and/or administrative mentorship abilities

Excellent written/verbal communication skills

Prior experience at the central office level

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Strong interpersonal skills with the ability to communicate professionally and effectively with school board members, administrators, teachers, parents, community members and outside professional contacts

Strong ability to organize, prioritize, work under time constraints and to be flexible in an environment of multiples tasks and changing priorities

Other Requirements:

- Background and experience working in general and special education.
- Strong background in reading and instructional practices.
- Strong managerial, organizational, and interpersonal skills required.
- Effective communication skills and the ability to manage personnel.
- Computer skills and excellent writing skills required.
- The ability to interface directly with administrators, teachers, parents, students, community and support staff.
- Knowledge and experience of the budget development process.

Physical requirements

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In terms of an 8- hour workday:

(Rarely equals less than 1%, occasionally equals 1%-25%, frequently equals 26%-75%, and continuously equals 76%-100%)

Job requires the physical ability to:

- Stand: Occasionally
- Sit: Frequently
- Walk: Frequently

Job requires the physical ability to lift/carry:

- Up to 9 lbs: Frequently
- 10-20 lbs: Occasionally
- 21-50 lbs: Rarely

Job requires the physical ability to push/pull:

- Up to 9 lbs: Occasionally
- 10-20 lbs: Rarely
- 21-50 lbs: Rarely

Job requires the physical ability to function in activities involving:

- Bending: Occasionally
- Stooping: Occasionally
- Twisting: Occasionally
- Reaching: Occasionally
- Kneeling: Rarely
- Climbing: Rarely

Approved by:	
Date approved:	

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Reviewed:	
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