

LaGrange Highlands District 106

JOB TITLE: Director of Student Support Services
JOB GOAL: Provide guidance and oversight for special education and student support services' programs.
REPORTS TO: Superintendent
QUALIFICATIONS: Illinois Administrative License; Director of Special Education endorsement preferred.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific duties include, but are not limited to:

1. Coordinate the delivery of special education services to students.
2. Schedule/facilitate student support services' meetings with staff and parents (i.e., SST, Evaluation and IEP, ISP, high school transition, and 504 Plans).
3. Attend all SST and Evaluation/IEP meetings, and monitor progress for district children in out-of-district programs.
4. Establish and maintain a central database of all special education students, their placement, and services.
5. Maintain district data on evaluations and annual reviews.
6. Provide consultation with staff on specific student and/or classroom issues.
7. Perform administrative duties of the IEP data management system.
8. Coordinate the Alternate Assessment program for students not taking the State Assessment.
9. Provide yearly information to parents regarding identification, referral, and evaluation procedures for special education services (CHILD FIND).
10. Co-facilitate State-required committees (e.g., Parent-Teacher Advisory, Behavioral Interventions).
11. Serve as facilitator for district children ages 0-5 who may be eligible for special education services and the blended preschool program.
12. Co-facilitate Response to Intervention processes and procedures, including data management and problem solving.
13. Oversee and coordinate preschool screening for student ages 3 to 5.
14. Maintain SIS database for special education, early childhood, and English Learner students.
15. Serve as contact person and provide teacher consultation for district children attending parochial schools.
16. Serve as the district's key communicator with LADSE and Parochial Schools.
17. Attend LADSE Key Communicator meetings and collaborate on program development and service delivery.
18. Make all district referrals to LADSE programs.
19. Serve as contact person and provide consultation to school teams for district children in LADSE programs.
20. Send and maintain district copies of FACTS forms to LADSE; revise quarterly special education child count lists.
21. Complete all mandatory ISBE forms pertaining to special education.
22. Manage special education budget within established limits.
23. Serve as the district's English Language coordinator, 504 Plan Coordinator, and Homeless Liaison.
24. Hire, schedule, supervise, and evaluate student services personnel including, but not limited to, Nursing, Speech, Social Work, Special Education certified staff, Early Childhood certified staff, and paraeducators.
25. Coordinate student services-related professional development training and activities for staff.
26. Understand and interpret federal and state legislation pertaining to special education and related services.
27. Update stakeholders regarding current special education legislation, rules, and regulations.
28. Other duties as assigned.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT

Length of contract, salary, and benefits as established by the Board of Education.