



FREEDOM AREA SCHOOL DISTRICT

POSITION: Director of Student Services

QUALIFICATIONS AND EXPERIENCE:

1. Holds a Master's Degree from an accredited institution.
2. Administrative certification required: Supervisor of Special Education and/or Supervisor of Pupil Services and/or Principal K-12 Administrative Certification.
3. At least five (5) years of successful teaching experience as a special educator or experience as a school psychologist required.
4. Demonstrates strong leadership, management, organization, and human relations skills.
5. Demonstrates highly effective skills in written and oral communication.
6. Demonstrates a deep understanding of IDEA and Pennsylvania Regulations as they pertain to students with disabilities, students experiencing homelessness, students in foster care and English Language Learners.
7. Demonstrates knowledge in the use of technology for productivity and learning.
8. Demonstrates the ability to establish productive relationships with students, teachers, staff, parents, and community members.
9. Shows evidence of broad reading in professional literature related to the field of special education and student services.

REPORTS TO: Superintendent

JOB GOAL: To lead and promote student achievement by ensuring that all identified needs of students are met, and that appropriate laws and regulations are followed, resulting in efforts that are rooted in the mission to eliminate disparities in achievement and to ensure college and career readiness for students with disabilities. The Director of Student Services oversees the development and implementation of Section 504 Plans, Individualized Education Program (IEP) Development and Implementation, related services, special education due process, self-monitoring and compliance, and placement, implementation of programs and support for English Language Learners, students experiencing homelessness or in foster care. The Director of Student Services is also responsible for supervising the nursing program and developing and implementing policies and procedures and providing specialized system leadership for the implementation of programs for students with special needs.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the District liaison with local and state agencies for IDEA/ADA compliance.
2. Oversees Special Education Program enhancements, including special educators, paraprofessionals and related service providers related to staffing, curriculum, resources, materials of instruction and assessment.
3. Initiates and confirms changes to PDE documentation, including but not limited to comprehensive planning, APSEM (APS Placement System), educational benefit reviews.
4. Coordinates Extended School Year programming for all students (position postings, hiring of staff, student scheduling, and IEP recommendations) to include off-site and in-house programs.
5. Serves as the District Local Education Agency Representative for district-level IEP meetings.
6. Coordinates and oversees activities associated with School-Based Access Programming
7. Facilitate bi-monthly Multi-Tiered Systems of Support (MTSS) meetings at the Elementary, Middle and High Schools.
8. Trains school-based teams in De-escalation and Trauma -Based Practices in working with challenging behaviors

9. Coordinates all early intervention students transitioning into Freedom or an alternative placement
10. Coordinates all related services for our students (vision, hearing, physical therapy, occupational therapy, etc.)
11. Assists teachers with academic, behavioral, social/emotional interventions/recommendations daily
12. Serves as the District LEA for all students attending alternative educational placements
13. Facilitates and coordinates all active 504 plans for the district
14. Coordinates all Extended School Year services for in-house and off-site programs
15. Documents all restraints for students attending Freedom Area School District and any alternative education
16. Facilities
17. Coordinates English Language Learners Program (English as a Second Language)
18. Coordinates the training and administration of the Pennsylvania Alternative System of Assessment (PASA)
19. Collaborates with local and state agencies in the coordination of services and supports for students experiencing homelessness and foster care.
20. Supervises school psychologist.
21. Supervises school nurse.
22. Collaborates with the administration team, to assure system wide collaboration and coordination in achieving goals for improving student achievement.
23. Seeks input from professional staff on changes needed to strengthen programs for students with special needs.
24. Recommends to the Superintendent those changes to instructional programs that will assist teachers and schools in closing the achievement gap for all students and that will satisfy local, state and federal mandates.
25. Assists the Superintendent in initiating recommendations to the Board of Education that will ensure continuous student achievement sufficient to meet State mandates, expectations and goals where appropriate as well as meet local achievement expectations.
26. Collaborates with colleagues to ensure a regular process to review student achievement data at the school and Central Office levels that will inform both curricular and instructional practice in all content areas.
27. Oversees the development and implementation of professional development activities for all staff to ensure deep understanding of curriculum and pedagogy, as well as state or local mandated activities.
28. Stays current and disseminates current trends and best practices in state and federal laws related to student services and special education.
29. Assists in the recruitment, screening, hiring, and assigning of school professional and paraprofessional personnel in the indicated areas.
30. Assists in the preparation and the administration of the special education budget and supervises purchase requisitions for the special education budget.
31. Models respect, professional behavior, and commitment to continuous learning.
32. Represents FASD at local, regional and state meetings addressing special education, homelessness, foster care, ESL and nursing.