

Job Title: Anticipated Full-Time Assistant Director of Student Services (1.0 FTE)

School/Department: Freedom Area School District

Reports to: Director of Student Services and Superintendent

Position

The Assistant Director of Student Services will complete school psychologist functions, including comprehensive evaluations and reevaluation reports under PA Chapter 14 (IDEIA), PA Chapter 15 (Section 504), and PA Chapter 16 (Gifted Education) guidelines. The Assistant Director will provide consultation regarding behavior, academic interventions, and progress monitoring, ensuring assessments and recommendations follow best practices established by the Association of School Psychologists of Pennsylvania (ASPP) and the National Association of School Psychologists (NASP).

The Assistant Director of Student Services will assist the Director of Student Services in the evaluation and continuous improvement of special education and student services programs, including reviewing program effectiveness, student outcomes, service delivery, compliance, and data to identify strengths and areas for improvement. The Assistant Director will also participate in the evaluation of assigned student services staff, providing feedback, identifying professional development needs, monitoring implementation of improvement strategies, and supporting staff growth in accordance with district policies and evaluation procedures.

The Assistant Director of Student Services will support school teams in developing, implementing, monitoring, and evaluating comprehensive, individualized, and student-centered plans. The position will facilitate collaboration among administrators, teachers, related service providers, families, and other stakeholders and will provide professional development related to behavioral consultation, academic interventions, progress monitoring, and student services.

The Assistant Director of Student Services will assist in monitoring compliance with federal and state requirements, district policies, IEPs, Section 504 plans, and gifted education requirements. The position will also participate in the School-Based Access Program (SBAP), documenting and billing eligible direct service activities to ensure appropriate reimbursement, and perform other duties as assigned by the Director of Student Services or Superintendent.

Qualifications

- Advanced degree in educational psychology or school psychology, with Pennsylvania Certification as a School Psychologist required.
- Supervisor or Administrative certification preferred.
- Current training and demonstrated competency in the administration of school psychological assessments, behavioral consultation, academic interventions, Section 504 evaluations, and Gifted evaluations.
- Familiarity with best practices as outlined by NASP and ASPP, including assessment protocol and data-based decision making.

- Experience in the School-Based Access Program (SBAP) or billing for direct services preferred.
- Knowledge of staff evaluation practices, program evaluation, data analysis, and continuous improvement strategies preferred.

Competencies

Data-Based Decision Making – Implement evidence-based assessment and intervention practices and use data to inform educational recommendations, program evaluation, and continuous improvement.

Documenting/Recording Information – Accurately enter, transcribe, record, store, and maintain written or electronic information while adhering to state and federal requirements.

Performing Administrative Activities – Complete necessary administrative tasks, including maintaining information files, processing evaluation and reevaluation paperwork, monitoring compliance, and completing SBAP billing documentation.

Program and Staff Evaluation – Assist with evaluating the effectiveness of student services programs and assigned staff; provide constructive feedback, identify areas for improvement, and support professional growth and program development.

Technical Proficiency – Demonstrate competency in psychological and educational assessment techniques, data analysis, documentation, and technology used for student services and SBAP billing.

Organizational Ability – Effectively organize resources, personnel, and tasks to manage state and federal compliance requirements and support effective delivery of student services.

Workflow Management – Perform tasks within specified timelines while managing multiple priorities and coordinating evaluation, service delivery, staff, and program responsibilities.

Stakeholder Relations – Communicate effectively with students, parents/families, staff, administrators, and other stakeholders to create collaborative educational plans and support continuous improvement.

Essential Job Functions

- Perform Local Education Agency (LEA) functions in IEP, Section 504 Plan, and other student services meetings and activities as requested.
- Conduct comprehensive psychological evaluations under Chapter 14 (IDEIA), Chapter 15 (Section 504), and Chapter 16 (Gifted Education) guidelines.
- Administer psychological and educational testing, complete functional behavioral assessments, and conduct progress monitoring as part of evaluation processes for students requiring specialized services.

- Complete necessary sections of Chapter 14, 15, and 16 Evaluation and Reevaluation Reports, ensuring timely compliance with state and federal laws.
- Facilitate and support Multi-Tiered System of Supports (MTSS) strategies and planning.
- Provide academic and behavioral consultation to school teams as needed.
- Consult with school teams regarding evidence-based academic interventions and behavioral strategies, ensuring plans align with NASP ethical standards and ASPP recommended practices.
- Conduct student observations and develop comprehensive behavior intervention plans based on data-driven assessments.
- Maintain a database to track evaluation referrals, timelines, services, and outcomes for Chapter 14, 15, and 16 evaluations across assigned schools.
- Assist in evaluating the effectiveness of special education and student services programs through review of student outcomes, compliance data, service delivery, and other relevant measures.
- Participate in the evaluation of assigned student services staff in accordance with district policies, established evaluation procedures, and applicable contracts.
- Provide feedback to assigned staff, identify professional development needs, and support staff improvement and professional growth.
- Assist in monitoring the implementation and effectiveness of programs, interventions, and services and recommend adjustments or improvements when appropriate.
- Provide professional development to school teams on current best practices in behavioral consultation, academic intervention, student progress monitoring, and other areas related to student services.
- Conduct individual and group counseling as provided in a student's IEP and as coordinated with the IEP team.
- Support school-based teams, which includes completing student threat assessments and assisting with crisis management planning and response.
- Participate in the School-Based Access Program (SBAP) by documenting and billing for eligible direct services, ensuring proper reimbursement for services provided to students.
- Serve as a key resource in transition planning, including evaluations for Early Intervention and transition to Kindergarten.
- Perform other duties as assigned by the Director of Student Services or Superintendent.

How to Apply

Interested candidates should submit a resume, cover letter, and list of references to mbebout@freedomarea.org. Please include "Assistant Director of Student Services" in the subject line of your email. Applicants with a [PAeducator.net](https://www.paeducator.net) profile should also apply online.