

BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT
JOB DESCRIPTION
Revised

Title	Director of Pupil Services	File 106
Department	Pupil Services	
Building/Facility	Education Center	
Reports To	Superintendent	
Employment Status	Regular/Full-time	
FLSA Status	Exempt	
Description	Provides leadership and direction in the following programs which provide services to students: special education, speech and language therapy, psychological assessment, school health prevention, and home instruction. Coordinates and administers the following: enrollment, custody/residency, Federal grants (Special Education Part B -IDEA and Early Childhood Special Education, IDEA), missing and abused children reports, crisis management, and 504.	

NOTE: The below lists are not ranked in order of importance

Essential Functions

- Supervise the guidance program
- Coordinate gifted services
- Analyze gifted assessment results
- Ensure safety of students
- Follow FERPA regulations
- Coordinate the special education program for all handicapped children in the Brecksville-Broadview Heights City School District
- Direct the implementation of federal law and Ohio rules for educating handicapped pupils
- Administer and coordinate the PT, OT, preschool program, school psychological services, speech and language services, student health services and other contract services for children
- Administer State and Federal grants
- Conduct performance reviews for school psychologists, speech-language pathologists and others at the Superintendent's request
- Represent the Superintendent of schools in matters concerning pupil personnel services
- Coordinate activities between the school district and outside agencies
- Monitor the placement of handicapped students in schools outside of the district and the resulting transportation
- Prepare all local, state and federal reports relative to areas of special education, gifted and pupil personnel services
- Review cases pertaining to the alternative placement of pupils

- Direct the establishment and operation of preschool classes for handicapped 3-5 year old pupils and the typical peer preschool program
- Assist in developing district wide policies concerning the special education programs and pupil personnel services
- Serve as the District Records Officer for student records and update records retention schedule for student records
- Develop and maintain complete cumulative individual records of all children recommended to receive special education services or those enrolled in special education
- Recommend the approval and purchase of supplies, materials, and equipment used by special education programs and pupil personnel service staff
- Interpret the goals and programs of the special education program and pupil personnel services
- Advise all personnel on rules and regulations regarding all programs that relate to special education and pupil personnel services
- Act as alternative representative for the Superintendent of schools as a member of the Cuyahoga Special Education Services Center (CSESC) Executive Committee
- Write grants for the special education program
- Oversee home instruction and services
- Arrange in-service opportunities for personnel
- Initiate, coordinate and monitor educational reform and instruction for special education and in the pupil personnel services area
- Represent the district at local, state and regional activities/committees upon the request of the Superintendent
- Cooperate with the Superintendent in the development and implementation of administrative and board policies
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student IEP's, testing information, student and staff information
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Implement all Pupil Services departmental responsibilities
- Administer Medicaid outreach reimbursement program
- Supervise health care coordinators, psychologist, speech and language pathologists, and non-public VIB personnel
- 504 Compliance Officer duties
- Coordinate open enrollment
- Serve as liaison for special education parent groups and/or parent mentor
- Coordinate central enrollment activities
- Perform duties of crisis coordinator in the event of staff, student or community tragedy in implementing mental health supports
- Serve as the district liaison for special education parent groups

Other Duties and Responsibilities

- Attend potentially litigious or highly adversarial parent/student conferences
- Conduct programs for the identification of special education children
- Serve as a consultant for and submit articles for school publications and other forms of media
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

Working Conditions

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Frequent operation of a vehicle in inclement weather conditions
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

Equipment Operated

- Computer
- Copy machine
- Fax machine
- Printer
- Telephone
- Motor vehicle
- Tape recorder

Qualifications

- Master's Degree from an accredited college or university
- Five to ten years related experience
- Such alternative to the above qualifications as the Board of Education may find appropriate
- Appropriate State of Ohio certification/license

Required Knowledge, Skills and Abilities

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of IDEA
- Knowledge of public school law, policies and practices
- Experience teaching and/or coordinating academic programs
- Basic computer skills
- Ability to operate various office equipment
- Commitment to education
- Knowledge of assistive technology

Adoption date: November 19, 2007

Revised: May 18, 2015