



Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

POSITION: Director of Pupil Services

REPORTS TO: Superintendent

GENERAL FUNCTION: Implement and maintain birth to age 21 special education programs and pupil services in conformance to District, State, and Federal laws providing oversight of reports, budget, staffing, assessments, communications, and direct leadership of student programming for student achievement results, oversight of District health services

The position is part of a 66.03 agreement with other local districts.

LICENSURE REQUIRED: Valid DPI license, Director of Special Education/Pupil Services

ESSENTIAL FUNCTIONS:

Curriculum and Instruction:

- Collaborate with school principals and school special education staff for the purpose of implementing and maintaining services and/or programs.
- Evaluate district and school special education programs and space in order to monitor the implementation of special education compliance with regulations in each location.
- Implement assigned curriculum, instruction, and assessments for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Serve as the District representative for IEP meetings and with challenging situations when staff and parents need expertise on best interests.

Staffing:

- Determine, prepare, and submit school staffing requests based upon student enrollment and educational needs.
- Recommend staff for recognition by the school board and administration.
- Connect staff skills and talents with the needs of the students.
- Assist other staff as may be required for the purpose of supporting them in the completion of their work activities.

Supervision and Evaluation:

- Direct Supervision of:
 - Licensed staff - Special education teachers, Psychologist, Pathologists, Therapists, Specialists
 - Health services staff
 - Special education paraprofessional staff
 - Clerical Staff
 - Instructional support staff/specialists, as assigned
- Orient newly assigned staff members and assist in their development, as appropriate.
- Evaluate and guide staff members regarding their individual and group performance.
- Conduct meetings to keep staff members informed and to gain input.
- Coordinate staff development.

Management:

- Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Prepare and submit the program's budgetary requests and monitor expenditures.
- Develop proposals, new programs, and grants for the purpose of meeting district goals.
- Direct the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible services provided by the District, for the purpose of gaining fiscal resources.
- Prepare Open Enrollment allocations and present annual recommendations to the School Board.
- Coordinate with outside agencies to provide services to students and staff when required.
- Serve as the District liaison to CESA and the Wisconsin Department of Public Instruction for coordination of special education and pupil services.
- Manage special education complaints.
- Prepare documentation and report data to the Wisconsin Department of Public Instruction for the purpose of providing written support, conveying information, and complying with State and Federal regulations.
- Comply with federal, state, local, and district mandates concerning emergency procedures.

Equity and Communication:

- Communicate information on programs, services, and regulations to school personnel, parents, the Board, CESA, and in conjunction with other districts (e.g. shared services contracts, open enrollment, transportation, etc.)
- Commit to communication strategies in order to keep parents and community members informed.
- Assist/facilitate a school leadership team to review school based needs and develop strategies for meeting district strategic priorities.
- Establish and maintain relationships to foster understanding and solicit support for overall school objectives and programs; to interpret school board policies and administrative directives; and to discuss and resolve individual student problems.

Miscellaneous:

- Keep abreast of changes and development in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- Demonstrate knowledge of current educational research and practices.
- Participate and offer insight vetted in best practice at curriculum, leadership, and admin team meetings as requested.
- Attend monthly School Board meetings and present Board reports as requested. Attend special meetings, hearings, community meetings, etc. as requested.
- Cooperate with college and university officials regarding teacher training and preparation.
- Represent the Spooner community with integrity when working with outside agencies such as the police, Social Services, Protective Services, Health Department, Fire Department, local government and health organizations, educational institutions, etc.
- Perform various tasks as may be assigned by the Superintendent or Director of Operations.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Spooner Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of race, color, sex, creed, age, ancestry, national origin, sexual orientation, gender identity/expression, political affiliation, marital status, disability or arrest.

This document describes general information about the position however should not be considered as comprehensive. The Spooner Area School District reserves the right to modify job duties or descriptions at any time. This document is not an employment contract.

Licensing:	Wisconsin Director of Special Ed and Pupil Services License
Requirements:	Bachelor's Degree and Licensure
Years of Experience:	Administrator Experience Preferred
Salary:	Based on credentials and experience
Benefits:	Position qualifies for District Benefits
Application:	Apply on WECAN at https://wecan.education.wisc.edu/#/
Deadline:	Open until filled