

MONONA GROVE SCHOOL DISTRICT

Board Policy 235

DIRECTOR OF PUPIL SERVICES (Job Description)

- Qualifications:
- (1) Must possess and maintain certification as established by state law and the Department of Public Instruction (DPI).
 - (2) Must meet any additional qualifications established by the district.

Reports To: Superintendent

Supervises: Guidance counselors, social workers, school psychologists, special education teachers, School Nurse, Alcohol and Other Drug Coordinator

Job Goal: To provide leadership in the development, placement, implementation and evaluation of programs and services for children with special needs including disabilities and articulation of special education within regular education.

Performance Responsibilities:

The essential responsibilities of the Director of Pupil Services are as follows.

A. Communication

Using written and oral communication skills, the Director of Pupil Services shall:

1. Articulate professional beliefs persuasively, effectively explain decisions and innovations and behave in ways that are congruent with those beliefs and decisions.
2. Communicate effectively with the various stakeholders within the school community.
3. Apply principles of group dynamics, facilitation skills and consensus building both as a leader and as a member of a group.
4. Use effective conflict resolution skills.

B. Program Services

In order to meet individual student needs, the Director of Pupil Services shall:

1. Be responsible for supervising the district at-risk program.
2. Encourage teacher, student, parent/guardian and community input and involvement in the continual review and monitoring of student services to ensure that student and district needs are addressed.

3. Demonstrate knowledge of service delivery techniques and their relationship to the goals and objectives of the curriculum and instructional program.
4. Seek appropriate resources of time, money, personnel and materials to support the identified services.
5. Assure that a developmentally appropriate program is provided for each child.
6. Apply the principles of child growth and development, particularly as they relate to the children's individual linguistic, physical, social, emotional and cognitive needs.
7. Regularly assess the methods and strategies being used by the faculty and ensure that they are appropriate, varied and effective.
8. Direct the individualized education program (IEP) team evaluation process in a manner consistent with state and federal requirements.
9. Work with parents/guardians, teachers and other administrators to coordinate the IEP for each special education student to meet their unique needs.
10. Evaluate the effectiveness of services using a variety of techniques and strategies, including evaluation of student performance, individual staff and personal performance and progress toward achievement of department and district goals.
11. Work cooperatively with the Local Vocational Education Coordinator (LVEC) to assure that the needs of students with disabilities are being met.
12. Use a variety of techniques and strategies to assess student performance and the effectiveness of the overall instructional program.

C. Staff

In improving the performance of all staff within the school, the Director of Pupil Services shall:

1. Plan and organize in-depth new teacher orientations.
2. Focus professional development on student learning that is consistent with the district's and schools' mission, goals and objectives.
3. Use a variety of techniques and strategies to assess individual staff and personal performance.
4. Inspire teachers at all levels of skill and experience to acquire new competencies and experiences.
5. Utilize both formative and summative evaluation procedures through a variety of supervisory models, in conjunction with building administration.
6. Recognize and celebrate staff accomplishments.
7. Protect staff from unreasonable demands from parents/guardians and/or community members.

D. Organization Management

In organizing day-to-day functions, the Director of Pupil Services shall:

1. Provide a safe, inviting and caring climate for learning.

2. Use collaborative strategic planning to help identify and accomplish the schools' mission, goals and objectives.
3. Develop flexible organizational structures with regard to grouping, scheduling and staffing to provide the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
4. Monitor and modify organizational structures as needed.
5. Confront problems and resolve them in a timely manner.
6. Develop and implement administrative procedures consistent with district policies, state and federal rules and regulations and contractual agreements.
7. Recruit, select, assign and organize staff in such a way as to assure the greatest potential for the accomplishment of the district's and schools' mission, goals and objectives.
8. Develop policies and practices that assure appropriate and confidential collection and use of school and student data.

E. Fiscal Management

In fiscal management, the Director of Pupil Services shall:

1. Prepare state and local reports.
2. Manage fiscal resources of the school responsibly, efficiently and effectively.
3. Align school missions, goals and objectives with financial, human and material resources.
4. Apply understanding of the school district budget and its specific implications for the school.
5. Plan, prepare, justify and manage the school budget in accordance with district budgeting procedures.
6. Be responsible for coordinating the submission of applications for grants and other available funding opportunities.

F. Home/School/Community Relations

In home/school/community relations, the Director of Pupil Services shall:

1. Serve as the liaison between school and community. He/she shall interpret policies and activities so as to encourage community participation in school life.
2. Explain and interpret the instructional programs to students, teachers, parents/guardians, board members and community.
3. Develop, coordinate and implement a communication program so as to keep all stakeholders (students, administrators and other staff, the Superintendent, Board, parents/guardians and community) fully informed.
4. Facilitate the development of appropriate partnerships with businesses, social service agencies and other organizations whose purposes are consistent with the schools' mission and participate in related activities when appropriate.
5. Address the needs and concerns of parents/guardians, students and school personnel in an expeditious manner.

G. Other

The Director of Pupil Services shall:

1. Perform other related duties as directed by the Superintendent or Board

*This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the Director of Pupil Services. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

Salary and fringe benefits shall be determined annually by the Board.

LEGAL REFERENCES: Sections 118.24 Wisconsin Statutes
121.02(1)(a)
PI 3, Wisconsin Administrative Code

CROSS REFERENCES: Board Policy 222, Administrative Contracts
Board Policy 224.1, Administrative Staff Evaluations

BOARD APPROVAL: November 14, 2001