

## Board Policy

Code No. 303.5E4

### ADMINISTRATIVE DUTIES –DIRECTOR OF STUDENT SERVICES

**TITLE:** Director of Student Services

**QUALIFICATIONS:**

1. Appropriate Iowa Administrative Certificate
2. Experience, training, and/or knowledge in Special Education, certification in Special Education
3. Such alternatives to the above qualifications as the Board of Education may find appropriate.

**REPORTS TO:** Assistant Superintendent

**JOB GOAL:** To provide sound educational services for children entitled to special education, talented and gifted, English as a second language and 504 services.

**PERFORMANCE RESPONSIBILITIES:**

1. Makes decisions and demonstrates leadership that supports the mission, goals, and interests of the district and of students.
2. Contributes to the development of the total school philosophy of education.
3. Assists in the adaptation of school policies to include special education needs.
4. Recommends policies and programs essential to special needs children.
5. Keeps informed of all legal requirements governing special education.
6. Provides leadership in establishing new programs and developing improved understanding of existing programs.
7. Coordinates a continuum of services and educational placements for students with disabilities and special needs. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
8. Articulation of special education delivery services plan.
9. Plan, articulate, and implement staff development opportunities for special education and regular education staff as it relates to special needs.
10. Serve as the administrative advisor for K-12 special education.
11. Monitors procedures for placement, evaluation, assignment, and reappraisal of students with regard to the special education delivery service plan.
12. Coordinates and monitors procedures for placement, evaluation, assignment and reappraisal of students with regard to talented and gifted, English as a second language and 504 services.
13. Assists in recruitment, selection, and recommendation for hiring of special education personnel.
14. Assumes responsibility for compiling, maintaining, and filing reports, records, and documents legally required or administratively useful.
15. Monitors for compliance individual records of all children receiving special services or enrolled in special classes.

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16. Supervises preparation of attendance reports and data necessary for reimbursing funds, collecting tuition for out-of-district students, and similar fiscal matters.
17. Arranges for special transportation of children in special classes.
18. In cooperation with the Director of Finance and Business Services, develops budget recommendations and provides expenditure control on established special education, talented and gifted, and English as a second language budgets, and keeps informed of the state of financial aid for special education.
19. Interprets the objectives and programs of special education, talented and gifted, English language learners and 504 programs to the Board, the administration, parents, staff, and the public at large.
20. Maintains a permanent inventory of equipment purchased for special education.
21. Monitors procedures for requisitioning, ordering, and paying for special education, talented and gifted and English as a second language equipment and supplies.
22. Evaluates on an ongoing basis, the total special education, talented and gifted, English as a second language and 504 programs, procedures, and individual students' needs and achievements.
23. Makes recommendations for new special education programs.
24. Consults with parents of students enrolled in the special education program, talented and gifted, English as a second language and 504 programs and seeks to mediate and resolve parent concerns.
25. Assumes responsibility for own professional growth and development; for keeping current with the literature, research, and improved teaching strategies, and for attending appropriate professional meetings and conventions.
26. Coordinates and supervises the operation of the Extended School Year.
27. Assists the Superintendent and Assistant Superintendent with effective instructional practices and programming as it relates to federal programs, early childhood, and special education, Response to Intervention and 504 plans.
28. Perform other duties as assigned by the Assistant Superintendent.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrative Evaluation.

Approved: August 7, 2006

Revised: *January 11, 2010*  
*May 2, 2011*  
*July 15, 2013*

Reapproved: *January 11, 2010*  
*May 2, 2011*  
*February 20, 2018*

*Renumber: November 20, 2017*