



Position Description

School District of Monroe

- JOB TITLE:** Pupil Services Director
- CLASSIFICATION:** Administration
- JOB OBJECTIVE:** Provide leadership in the development, placement, implementation and evaluation of all at-risk and special needs student programming and educational offerings district-wide.
- REPORTS TO:** District Administrator
- QUALIFICATIONS:** Wisconsin DPI Director of Special Education and Pupil Services certification. Master's degree in Educational Leadership from a recognized institution. Technology and social media skills appropriate to a managerial position.
- ESSENTIAL DUTIES:**
- Oversee and guide a process of continuous, intentional and systematic improvement in student achievement, as directed by the Board of Education and District Administrator
 - Oversee the district's nursing services programs
 - Oversee and lead the development and implementation of a program of instruction which will meet both the group and individual needs of all special education students
 - Provide leadership in all pupil services support areas such as student records, emergency nursing services, Alcohol and Other Drug Abuse (AODA), School Based Mental Health, and other programs and services as appropriate
 - Coordinate and oversee the district's Response to Intervention (RTI) process
 - Collaborate with school principals to provide professional guidance, supervision, development and evaluation of school psychologists, school counselors, and Special Education and At-Risk teachers/paras
 - Select, supervise, schedule, train and evaluate Pupil Services staff Advise the District Administrator on the impact of federal and state laws and recent court decisions which relate to both regular and special education students

- Develop, implement and evaluate special education programs in accordance with Wisconsin state laws and regulations
- Coordinate and oversee the district's Individualized Educational Program (IEP) process
- Collaborate with school principals and special education teachers to assign special education caseloads
- Ensure IEPs are conducted in a manner compliant with state requirements
- Ensure IEPs are conducted in a professional manner resulting in a successful outcome for students, parents, and staff
- Develop and articulate to all teaching staff the processes for successful inclusion of special education students within regular education classrooms, as required by state law
- Oversee preparation of documentation provide assurance the district is complying with state and federal legislation relating to Pupil Services
- Work with parents of special education children to assist them in understanding and fulfilling their role and responsibility in the education of their child
- Receive, investigate, mediate, and process complaints under the IDEA and Section 504 of the Rehabilitation Act of 1973
- Receive, investigate, mediate, and process complaints of student harassment
- Participate as appropriate in special consultations and case conferences
- Maintain such student records as are required by the state or needed for effectively meeting student needs
- Provide budget preparation, implementation and fiscal accountability for Pupil Services
- Collaborate with outside agencies providing services to district students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students

ADDITIONAL DUTIES:

- Additional duties as deemed appropriate at the sole discretion of the District Administrator
- Maintain a current knowledge base through business networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020