

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – DIRECTOR OF SPECIAL PROGRAMS

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Administration.

- Master's Degree in educational administration/leadership, supervision, curriculum, or related area.
- Minimum of three years of successful classroom teaching experience.
- Special education teaching experience preferred.
- Knowledge of state and federal program as relates to special education and Title I.
- Knowledge of Every Student Achieves Acts (ESAA) and WV Accountability Measures.
- Knowledge of WV Framework for High Performing School Systems
- Knowledge of WV College and Career Readiness Standards.
- Knowledge of the WV High Quality Standards.
- Demonstrated ability to work effectively with people.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to collect and analyze program data.
- Demonstrated competency in the use of technology.

Immediate Supervisor: Superintendent of Schools

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: 261 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

Title I

- Provides general administrative and supervisory direction.
- Coordinates the development of the annual Title I plan and secures Superintendent and Board of Education approval.
- Performs the needed administrative tasks for effective implementation of the Title I programs.
- Plans, monitors and controls Title I budget(s).
- Coordinates the efforts to assure successful implementations of the approved programs.
- Collaborates with the principals and Title I specialist in planning and implementing the program in each of the eligible schools.
- Collaborates with Director of Curriculum and Instruction on efforts to provide personalized learning for at risk students.

- Identifies needs and plans for professional learning opportunities to for teachers.
- Maintains in the Title I schools, a presence of regular visitation for assurance of compliance with the guidelines and initiatives.
- Develops and maintains appropriate record-keeping systems.
- Initiates and maintains liaison services with outside agencies.
- Coordinates the orientation of new staff.
- Coordinates the program for the non-public schools' eligible students.
- Coordinates the program in the neglected and delinquent institutions, when appropriate.
- Collaborates with and support schools' efforts for improve parent involvement.
- Monitors the overall compliance and effectiveness of the program.

Special Education

- Provides general administrative and supervisory direction.
- Coordinates the development of the annual IDEA plan and secures Superintendent and the Pleasants County Board of Education (herein Board) approval.
- Performs the needed administrative tasks for effective implementation of the special education program.
- Plans, monitors and controls the special education budget.
- Collaborates with principals and special education teachers for the purpose of implementing and maintaining services and/or programs.
- Works collaboratively with the Superintendent and Personnel Director to set staffing levels for school special education programs for the purpose of providing services.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting district goals.
- Evaluates district and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional standards.
- Manages fiscal resources from the district special education grant, prepares budgets, directs spending and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- Prepares documentation and reports data to the WV State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents and the Board.
- Assists in the employment process, supervises, and evaluates special education staff including school psychologists, occupational therapists, physical therapists, consultants and other providers.
- Serves as the district representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- Serves as the district liaison in regional and state meetings for coordination of Special Education services.
- Manages and intervenes in the case of complaints specific to special education.
- Coordinates with outside agencies to provide support services to students and staff.
- Directs and supervise the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district.
- Initiates, provides and supports the training of special education personnel.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating special education students.

Title IX

- Develop a working knowledge of current laws, regulations, and guidelines related to sex discrimination and sexual harassment in public schools, including Title IX rules and guidelines adopted by U.S. Department of Education's Office for Civil Rights (OCR).
- Attend trainings related to Title IX and sex discrimination and share information with district administrators and staff.
- Serve as the district's liaison to OCR for issues regarding Title IX, sex discrimination, and sexual harassment.
- Facilitate the implementation of the district's policies and procedures related to Title IX, sex discrimination, and sexual harassment, and ensure that they are applied consistently across the district and at each school.
- Coordinate revisions to district policies and procedures related to Title IX, sex discrimination, and sexual harassment, as necessary, to ensure that they are up-to-date and consistent with current requirements under state and federal laws and regulations.
- Regularly review district and building publications to ensure that they include a consistent nondiscrimination statement with all of the necessary protected classes and the name (or title), phone number, and address of the district's Section 504 Coordinator, Title IX/Sex Equity Officer, and Civil Rights Compliance Coordinator.
- Ensure that the district uses effective methods to annually inform all students, parents, and employees about the district's discrimination complaint procedure, such as in staff and student handbooks.
- Ensure that copies of the complaint procedure and any related forms are available in each school building to provide to students, parents, staff, and others who allege discrimination or discriminatory harassment.
- Ensure that the district's sexual harassment policy (or OSPI's sexual harassment poster) is posted in public settings as easily assessable.
- Ensure that the district's sexual harassment policy is included in any publication that sets forth the rules and standards of conduct for the school district, such as in student and staff handbooks
- Provide ongoing support and training to administrators and staff about requirements under state and federal sex discrimination laws (e.g., Title IX, chapter 28A.640 RCW, chapter 392-190 WAC), staff responsibilities, complaint procedures, and related district policies and procedures.
- Disseminate information and coordinate training for students and/or parents about their rights under state and federal sex discrimination laws, including sexual harassment and the district's complaint procedures.
- Advise the superintendent and school board regarding the status of the district's compliance with state and federal discrimination laws.
- Receive and respond to inquiries from students, parents, staff, administrators, and others regarding Title IX, sex discrimination, and sexual harassment.
- Respond to students, parents, staff, administrators, and others who report suspicion of Title IX violations, sex discrimination, or sexual harassment.
- Implement the district's discrimination complaint procedure with respect to allegations of Title IX violations, sex discrimination, and sexual harassment; receive and process complaints; and oversee the step-by-step process to be sure that timelines are met.
- Conduct and/or coordinate investigations of sex discrimination and sexual harassment complaints in accordance with the district's discrimination complaint procedures, which may involve interviewing complainants, respondents, and witnesses; reviewing documents and other relevant materials; and researching legal standards and requirements relevant to the complaint.
- Upon completion of an investigation, provide the superintendent with a written report of the complaint and the results of the investigation in time for the superintendent to respond to the complainant within 30 days after the district initially received the complaint.
- Organize and maintain records of all complaints filed regarding Title IX, sex discrimination, and sexual harassment, including all formal and informal.
- At least annually, review complaint files to ensure that the district's complaint procedures and timelines are consistently followed, and to identify any patterns and repeat offenders

Preschool

- Administers/Coordinates Pre-K program.
- Form and lead a parent advisory committee.
- Develop policies, processes, and procedures to support the delivery of preschool educational services.
- Assist in the design of preschool instructional spaces (classrooms).
- Managing yearly budgets.
- Assess programs based on current research and developmentally appropriate practices.
- Improve and expand the selection of programs and experiences for preschool age children and their families.
- Monitor and assure compliance with all state and federal regulations.
- Be aware of, and responsive to best practices within the early childhood profession.
- Lead professional learning opportunities for Early Childhood Educators.
- Ensure that parents are informed and involved with their children's preschool experience and progress.
- Develop relationships with other preschools, Head Start, community and professional organizations and colleges.

Section 504 Procedures and Procedural Safeguards

- Develop a systematic process for monitoring both district and school level compliance with Section 504 requirements, including but not limited to:
 - Child find responsibilities;
 - Parental consent before all initial evaluations and initial placements;
 - Written notice to parents, including notice of procedural safeguards, before any actions are taken regarding identification, evaluation, or placement under Section 504;
 - Team-based decision-making regarding evaluation and placement of students under Section 504;
 - Dissemination of Section 504 plans to appropriate staff;
 - Periodic re-evaluations of all students who are eligible under Section 504, at least every three years;
 - Manifestation determination requirements for disciplinary changes in placement under Section 504;
 - Participate on Section 504 teams as needed;
 - Coordinate training for building-level Section 504 designees, and ensure that they are informed about their job responsibilities;
 - Collect and maintain all Section 504 data, such as Section 504 plans, evaluation reports and related records, lists of eligible students, discipline records, etc.; and
 - Coordinate due process hearings when requested.

Alternative Education

- Administers/Coordinates Alternative Education program.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent of Schools

Amended: October 25, 2016