

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - SPECIAL SERVICES DIRECTOR

AUTHORITY

Be responsible to the-Superintendent for the performance of all assigned duties.

Work in a staff relationship with all professional staff members.

Work in a line relationship with all special education teachers regarding the implementation of District programs as outlined for the Special Services Director.

DUTIES AND RESPONSIBILITIES

Ensure District compliance with federal and state regulations related to special education and gifted education.

Develop, disseminate, and supervise the District special education plan as required by the Pennsylvania Department of Education.

Organize and maintain the student accounting process for special education students.

Collect and verify required data used for the tracking of all special education students.

Direct the special education referral and placement processes.

Represent the District at all formal special education hearings.

Serve as the official District spokesperson to respond to all questions regarding the special education program.

Create and disseminate District guides and procedures, outlining staff responsibilities in regards to student evaluation and implementation of Individual Education Plans (IEPs).

Acquaint all guidance counselors, special education teachers, support staff, and administrators with appropriate policies and procedures.

Review records of special education students transferring into the District to assure appropriate placement.

Meet regularly with the guidance counselors to coordinate K-12 guidance programming and procedures and disseminate information.

Meet regularly with the school psychologists to coordinate District psychological services.

Meet regularly with the special education teachers to coordinate District services, disseminate information, and provide professional development.

Meet regularly with the gifted support teachers to coordinate the District K-12 gifted curriculum and support services provided.

Meet regularly with the speech/language therapists to coordinate pre-referral activities, assessment procedures, and implementation of IEPs.

Serve as a resource person to professional staff on questions related to special education, and related community agencies.

Serve as a resource to principals in the development and implementation-of their respective budgets for special education.

Monitor compliance with state requirements for Child Find and pre-referral activities, and assist principals with their building specific programs.

Oversee the implementation of the School Based Access Program, ensuring compliance with all federal and state requirements.

Oversee the professional development of special education support staff, and assist principals with yearly scheduling and evaluation.

Assist special education teachers and principals with creating yearly schedules and determining appropriate student services within each school building.

Serve as a member of the District crisis response team.

Function as the liaison between the District and staff from Intermediate Unit 13 and other outside service providers.

Advise administrators regarding legal issues related to special education programs.

Assist principals with recruitment and selection of special education staff.

Update administrators, guidance counselors, and special education staff on current research, methodologies, and curriculum related to special education.

Directly supervise the school psychologists, special education consultants, social worker, and psychologist secretaries.

Supervise the delivery of individual education plans (IEPs).

Interpret the special education services of the District to staff, students, and the community.

Discharge all other assignments delegated by the Superintendent.

EVALUATION

Evaluation will be conducted annually by the Superintendent in the areas of domains and goals.

**Approved by Board of School Directors 02/18/14
Supersedes Policies Dated 11/01/93 and 03/06/00**