

JOB DESCRIPTION

POSITION TITLE: **Assistant Director for Student Services**

REPORTS TO: Assistant Principal for Student Services

SUPERVISES: Certified and non-certified staff in Student Services
Department

MINIMUM QUALIFICATIONS:

1. Illinois Public Educator License, General Administrative Endorsement, and Teacher Evaluator Designation required
2. Masters degree in education, or a related services field (school psychology, school social work, etc.), Ph.D, Psy.D, or Ed.D preferred
3. Experience in implementation and ensuring compliance with special education and 504 regulations and legislation
4. Supervisory and/or leadership experience in student services and special education programs including leading Section 504 meetings and/or IEP meetings

REQUIRED SKILLS:

1. Ability to read, understand, interpret information, and write clearly about special education and student services, related issues, processes, and programs
2. Ability to listen, understand, and respond to questions
3. Ability to calculate, analyze, and use data to render opinions and establish goals for improvement
4. Ability to use database, spreadsheet, internet, word-processing programs
5. Ability to work with parents, staff, collective bargaining representatives, and administration, on various issues
6. Ability to understand and apply school code, legislative proposals and regulations
7. Ability to prepare and manage budgets
8. Ability to facilitate and lead Section 504 and IEP meetings
9. Ability to give presentations in a variety of venues
10. Ability to manage and lead other administrators
11. Ability to analyze and interpret private evaluations including medical and psychological reports
12. Ability to administer, interpret, and report evaluation results for the purpose of special education eligibility determination

POSITION OBJECTIVE:

To assist the Assistant Principal with the coordination of all student services in compliance with federal and state regulations, and district/building policies and procedures; to assist all students to achieve personal, social, and academic success.

PERFORMANCE RESPONSIBILITIES:

Manages Personnel Functions

Duties:

1. Supervises and evaluates certified and support staff
2. Enforces the district's personnel policies
3. Participates in the recruitment, screening, hiring, assigning, and training of department personnel
4. Assists with recommendations for tenure and dismissal
5. Assists with coordinating the assignment of student interns for designated areas in the department - if they are requested by departmental staff

Assists with Maintenance of Departmental Budget

Duties:

1. Prepares and administers the departmental budget
2. Advises the Assistant Principal on the department's budgetary needs
3. Assists with coordination of contracted student services professionals

Communicates Information

Duties:

1. Communicates board policy to staff, students, and community
2. Confers with staff on school problems and needs
3. Serves as member of the building's administrative team
4. Responds to requests for information about the department
5. Helps staff understand the special needs or problems of individual students
6. Develops and manages 504 Plans and IEPs
7. Plans and presents parent programs
8. Works with departmental staff to resolve student, staff and/or parent problems
9. Communicates assessment results at special education eligibility determination meetings

Manages Non-Instructional Services for Students

Duties:

1. Engages in relevant curriculum planning and development
2. Monitors student residency at the building level
3. Supervises student admission into school

4. Provide leadership on RtI research-based interventions, problem solving teams, progress monitoring and intra-departmental structure development
5. Uses discretion in matters not covered by board policy
6. Provides consultation and leadership regarding health and safety assessments of students
7. Provides leadership of the development of interdisciplinary PLC's

Monitors the Maintenance of Student Records

Duties:

1. Compares information or data with other records for verification
2. Maintains records required by District policy

Manages Departmental Organization

Duties:

1. Maintains administrative records; prepares reports and correspondence
2. Assists the Assistant Principal in the overall administration of the student services department
3. Performs other duties as assigned by the Assistant Principal
4. Supervises student services department events

Leads the Department

Duties:

1. Implements Board of Education policies and procedures
2. Serves as a resource person for the department and Assistant Principal
3. Attends relevant school, district, and professional meetings
4. Collaborates with school personnel to coordinate services to students
5. Participates in activities for continued professional growth
6. Maintains channels of communication with staff, students, and parents
7. Represents the district at professional meetings and conferences

D219 LEADERSHIP STANDARDS

(including associated Board Goals_-

<http://www.niles-hs.k12.il.us/district/district-information/5-year-goals>)

1. Recognizes and celebrates: (a) my accomplishments, (b) colleagues' accomplishments, and (c) student accomplishments (1)
2. Articulates a clear vision for quality teaching and learning (2)
3. Aligns the curriculum and instructional programming with the school's or district's mission, vision, and values (3)
4. Develops meaningful annual goals and action plans for the school (1, 2, 3, 4, 5)
5. Effectively distributes leadership responsibilities to peers (5)
6. Promotes high expectations for all faculty and staff (1, 2, 3, 4, 5)
7. Upholds a professional standard of personal conduct (1, 2, 3, 5)
8. Manages effectively the development, evaluation, and revision of the school's or district's instructional programming (1, 2)
9. Maintains a rigorous and developmentally appropriate instructional program for the school/district (1, 2)
10. Assists administrative and teaching staff in the preparation and delivery of instructional materials (1, 2)
11. Coordinates instructional programming among and between content areas, grades, and/or schools (1, 5)
12. Assists faculty in aligning instruction to local, state, and/or national learning standards (2)
13. Implements a clearly defined plan for (a) ELLs and (b) Exceptional learners (1, 2)
14. Promotes the effective use of instructional technology (3)
15. Aligns the assessment program to the district's and/or school's curriculum (2)
16. Monitors the effectiveness of the school or district's assessment programming for all levels of student ability (2)
17. Uses student achievement data to improve teaching and learning processes (2)
18. Helps teachers and administrators use assessment results to enhance teaching and learning (2)
19. Keeps informed of the latest research and practice (1, 2, 3, 4, 5)
20. Encourages the use of research-supported instructional and assessment practices (1, 2, 3)
21. Supports the recruitment, development of quality personnel (1, 2, 5)
22. Implements innovative and effective ways of improving the professional practice of faculty (1, 2, 3)
23. Establishes clear criteria for professional growth (2)
24. Provides constructive feedback (1, 5)
25. Plans, administers, and monitors professional development (1, 2, 3, 5)
26. Projects a demeanor that is welcoming, supportive, and engaging (1, 2, 3, 5)
27. Is an effective instructional leader (1, 2, 3, 4, 5)
29. Voices disagreement without creating unnecessary conflict (1, 2, 3, 5)
30. Collaborates with administration and faculty when developing goals (1, 2, 3, 4, 5)

31. Provides meaningful counsel to administrators and faculty (1, 2, 3, 4, 5)
32. Is accessible to faculty, staff, etc. (1, 2, 3, 4, 5)
33. Communicates effectively with the school community (5)
34. Implements efficient administrative procedures to support the teaching and learning functions of the school (2)
35. Manages school operations (e.g. staffing, budgeting, and compliance) effectively (4)
36. Provides oversight of all aspects of academic programming (1, 2, 3, 4, 5)
37. Assumes responsibility for the implementation of policies (1, 2, 3, 4, 5)
38. Directs effectively the activities of employees in the school to ensure continuing operations (1, 2, 3, 4)
39. Allocates the necessary financial and physical resources to support the accomplishment of goals (4)
40. Is engaging and articulate in public forums (5)
41. Generates enthusiasm for the collaborative efforts of our school (4)

TERMS OF EMPLOYMENT: 205 days, with comprehensive benefits package. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.

Apply on-line at: www.niles-hs.k12.il.us

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High School District 219 is an Equal Opportunity Employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.