



JOB DESCRIPTION

Job Title	Executive Director of Student Services & Special Education
Department	Student Services and Special Education
Reports To	Superintendent
Classification	Administration
Location	District Office
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Executive Director of Student Services & Special Education, under the guidance of the Superintendent, provides direct oversight and supervision in all areas of Student Services & Special Education, to ensure high quality instruction and equitable access and opportunities for all students. The Executive Director, in collaboration with District leaders and principals, is responsible for leading the implementation and development of selective and intensive programs and supports across all schools within the Equitable Multi-level of System and Supports (EMLSS). This position provides knowledge, guidance, and support to braid academic and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students. This position oversees the development, delivery, and assessment of student services programs, including Special Education, McKinney Vento programming, Alcohol, Tobacco, and Other Drug (ATOD), alternative education, English Language Learners, School Nurses, and School Based Mental Health services.

The Executive Director of Student Services & Special Education is responsible for implementing and maintaining age 3-21 Special Education programs and services in conformance to district, state, and federal objectives and laws; planning, designing, and implementing all phases of service provided by the Special Education staff; serving as a resource to students, families, school personnel, and the Board; and maintaining adequate staffing to ensure objectives of programs and services meet the needs of students. The Executive Director assists with budget and staffing projections/allocations for the maximum effective use of human and financial resources. Additionally, this position serves as a member of the Superintendent’s Cabinet.

Essential Job Functions

- Provides leadership, training, consultation, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of an EMLSS at the district and school levels.
- Supports school leaders in driving the district implementation of EMLSS to ensure that every school provides high quality core instruction and the academic and social emotional interventions needed to successfully meet all students’ needs.



- Meets with and supports school leaders in the implementation of the EMLSS framework so that it supports the vision, mission, and goals of school improvement in teacher practice and student achievement.
- Provides feedback, modeling, interpretation of data, and other supportive assistance necessary to implement the EMLSS framework.
- Assists in monitoring the fidelity of braiding academic, behavior, and social and emotional support systems.
- Plans, implements, and monitors budgets for all Student Services programs.
- Provides for the development and attainment of resources to support mental health services for students.
- Manages fiscal resources from the General Fund and state/federal grants; prepares budgets and directs spending; and monitors maintenance for the purpose of fiscal efficiency in providing required services
- Oversees Title VI, and Title III budgets and programs.
- Strengthens connections with the community to access resources and supports for students and families.
- Promotes efforts on diversity, establishes best practices, and utilizes skills to remove barriers for students of diverse backgrounds.
- Collaborate with other Teaching and Learning Departments to coordinate various alternative and work-based learning opportunities and programs.
- Oversight of alternative education options including the Graduation Credit Attainment Program and related services.
- Advises the school board, administration and staff on student services issues and related policies.
- Attends all school board meetings and makes presentations to the Board and Community.
- Maintains districtwide pupil services records in accordance with WI Department of Public Instruction (DPI) and state guidelines.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Evaluates District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility.
- Oversees pupil services records to comply with state statutes and federal laws.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Recruits, hires, supervises, and evaluates District-level special education staff.
- Oversees special education complaints, for the purpose of providing required services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.



- Oversees the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- Writes drafts of District Board policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations.

Ancillary Job Functions

- Pursues alternative funding and resources to support programming.
- Collaboratively support the recruitment and retention of high-quality staff.
- Serves as district representative for IEP meetings as needed.
- Prepares documentation and reports data to the WI DPI for the purpose of providing written support, conveying information, and complying with federal and state regulations.
- Performs other related duties as assigned by the Superintendent of Schools and School Board.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Administration, Special Education and Pupil Services, or related field.
- Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80).
- Minimum of five years of experience working directly with students in the area of special education.
- Minimum of three years as a building level administrator.
- Minimum of three years as a District level administrator.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced graduate work beyond master’s degree.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Thorough knowledge of school operations.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to work effectively with individuals and groups.
- Ability to maintain confidentiality in all tasks.
- Ability to effectively plan, organize and manage time.



- Ability to work independently with minimal supervision.
- Knowledge of program evaluation and grant writing.
- Knowledge of current educational research, components of social, emotional, behavioral, and mental health programs and practices.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to assist with the implementation, oversight, and monitoring of the District's EMLSS.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise level.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and or related office equipment.
- Must be able to sit for extended periods of time.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.