



# Deer Valley Unified School District

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## JOB DESCRIPTION

JOB TITLE: **Student Support Services Director I**

Position Type: <b>Exempt</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Exempt</b>	Location: <b>District Office</b>
Salary Range: <b>8</b>	Reports to: <b>Director II of Student Support Services</b>
Term of Employment: <b>12 months</b>	Date: <b>June 20, 2022</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To direct the day-to-day operations of the Student Support Services Department while implementing and administering organizational policies approved by the Governing Board and related procedures, rules, and regulations governing all district employees. To assist the Director of Student Support Services in planning, directing, and implementing programs and services for all district students with disabilities, age three through twenty-one.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

#### Child Find Responsibilities

- Implements district policies and procedures for screening, referral, evaluation, placement, programs and due process for students with disabilities, ages three through twenty-one.
- Directs the implementation of all special education programs and related services in accordance with P.L. 94-142, P.L. 99-457, Section 504 of the Rehabilitation Act, F.E.R.P.A., Arizona State Statutes, Rules and Regulations and judicial decisions.

#### Individuals with Disabilities Education Act (IDEA)

- Assists in training school teams in honoring the process of IDEA.

- Supervises and facilitates the professional development for Student Support Services staff members with respect to programming, curriculum and service delivery.
- Monitors and supervises compliance per ADE guidance and monitoring guidelines.
- Provides and Assists with compliance training to SSS staff and consults regularly with the ADE.
- Serves as a liaison between the Arizona Department of Education and the district.
- Disseminates information regarding special education services to all schools, public and private agencies, parents and staff, when required; meets with groups to discuss such information.

#### Recruitment and Retention of Staff

- Assesses staffing patterns and needs; recruits, interviews and recommends candidates for hire to fill existing vacancies; transfers staff (in compliance with district policy) to best meet the needs of students with disabilities.
- Assists the Director in conducting a needs assessment of the department as well as staff makeup on the campus sites.

#### District Department Collaboration

- Provides consultation to the transportation department in the management of students with disabilities on school vehicles.
- Collaborates and meets with District CIAs and the Curriculum, Instruction and Assessment Department to ensure equitable decisions and planning for professional learning communities.
- Assists the SSS Operations Specialist through the open enrollment process for students receiving special education services in collaboration with the Human Resources Department.
- Must be accessible throughout the workday for administrators.

#### Private Placement and Vouchers

- Represents the district while placing students in outside private placements and monitors student progress while attending private placements outside the school district and at Vista Peak School.
- Assists campus administrators, itinerant staff, special education strategist, and staff at Vista Peak through implementation of social skills curriculum and behavioral guidance to support individual student needs.
- Leads and develops services/instructional plans with school teams and private day schools to support the reintegration of students back to their home school campuses from private day schools.
- Coordinates services for students who receive institutional and residential vouchers through the Arizona Department of Education instruction through the voucher system per A.R.S. §15-765(E) and A.R.S. §15-1183(B).

#### Curriculum Support and Alternative Assessments

- Oversees curriculum implementation and modified curriculum implementation for the District.
- Monitors and supervises the alternative state assessment and works closely with the Arizona Department of Education to ensure staff are trained on eligibility criteria and assessment administration.
- Coordinates and facilitates implementation and professional development for the District adopted modified curriculum.

#### Homebound Instruction

- Coordinates services and instruction for students who receive homebound instruction throughout the school year.

#### Behavior Supports and Specialized Programming

- Supervises and leads the Behavior Autism Assistance Team (BAAT) consisting of the Coordinator for Behavioral Supports and Specialized Programming, Board Certified Behavior Analysts (BCBA), Behavior Consultants, and Behavior Technicians.
- Supervises and collaborates with the Coordinator for Behavioral Supports and Specialized Programming to provide behavioral guidance and support to school teams and campuses.
- Supervises and Leads the District Nonviolent Crisis Prevention Intervention team to provide initial training, refresher training, and support individual campus needs throughout the school year.
- Assists campus administrators, itinerant staff, special education strategist, and staff within the Positive Intervention Classroom (PIC) through implementation of social skills curriculum and behavioral guidance to support individual student needs.
- Supervises and supports the specialized programming including specialized learning centers and specialized programs that are regionalized within the District.

#### Secondary Transition

- Supervises and leads the Transition School to Work program in collaboration with Vocational Rehabilitation through the Arizona Department of Economic Security.

#### Staff Evaluations

- Supervises and evaluates SSS district office staff members, SSS leadership team members, SSS behavior team members, homebound teachers, and special education strategists.
- Assists in supervising and evaluating, in cooperation with campus administrators, the instructional competencies of all special education staff members.
- Must meet any additional specific job requirements as indicated by the

department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates expertise in administering disability laws regulations.
- Demonstrates knowledge of recent judicial decisions/trends affecting special education.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have the ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.

- Uses a professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

### **CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Special Education Certificate.
- An Arizona Administrative Certificate, preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree (B.A.) in Special Education.
- Master's Degree in Educational Leadership or Special Education (preferred).
- Leadership in school site administration or special education administration preferred.
- Minimum of five years successful teaching in special education.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*