

HINSDALE HIGH SCHOOL DISTRICT 86  
JOB DESCRIPTION

POSITION TITLE

**Director for Student Services**

REPORTS TO:

Assistant Superintendent of Special Education

SUPERVISES:

Certified and non-certified staff in Student Services  
Department

MINIMUM QUALIFICATIONS:

1. Type 75 Administrative Certificate (Preferred)
2. Masters degree in education, or a related services field (school psychology, school social work, etc.), Ph.D, Psy.D, or EDD preferred
3. Experience in implementing 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 about complying with students' IEP, 504, and Response to Intervention (RtI) plans
3. Ability to calculate, analyze, and use data to render opinions and establish goals for improving outcomes for students
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 in the areas of Special Education, Section 504 of the Rehabilitation Act of 1973, and RtI
7. Ability to prepare and manage budgets
8. Ability to facilitate and lead IEP, 504 and RtI 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

POSITION OBJECTIVE:

To assist the Assistant Superintendent of Special Education with coordinating 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:

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

### **Communicates Information**

#### Duties:

- Communicates board policy to staff, students, and community
- Confers with staff on school problems and needs
- Serves as member of the building's administrative team
- Responds to requests for information about the department
- Helps staff understand the special needs or problems of individual students
- Develops and manages 504 Plans
- Plans and presents parent programs
- Works with departmental staff to resolve student, staff and/or parent problems

### **504 Coordinator**

#### Duties:

- Review requests and eligibility for 504 Plans through the School Intervention Team
- Oversee compliance and coordinate school-initiated 504 plans
- Maintain 504 records and assure they are updated as required by law
- Facilitate annual review meetings with counselor, parent(s), and students
- Coordinate and request accommodations on standardized tests
- Establishes and maintains relationship with feeder school districts.

### **Leads Student Services Processes**

#### Duties:

- Engages in relevant curriculum planning and development
- Monitors student residency at the building level
- Supervises student admissions into school who have existing IEP, 504, or RtI plans
- Provide leadership on RtI research-based interventions, problem solving teams, progress monitoring and intra-departmental structure development
- Uses discretion in matters not covered by board policy

- Provides consultation and leadership regarding health and safety assessments of students
- Provides leadership of the development of inter-disciplinary PLC's
- Establishes processes and protocols for vertical communication around IEPs, 504 plans, and RtI

### **Monitors the Maintenance of Student Records**

#### Duties:

- Compares information or data with other records for verification
- Maintains records required by District Policy

### **Manages Departmental Organization**

#### Duties:

- Maintains administrative records; prepares reports and correspondence
- Performs other duties as assigned by the Assistant Superintendent of Special Ed.
- Supervises student services department events

### **Leads the Department**

#### Duties:

- Implements Board of Education policies and procedures
- Attends relevant school, district, and professional meetings
- Collaborates with school personnel to coordinate services to students
- Participates in activities for continued professional growth
- Maintains channels of communication with staff, students, and parents
- Represents the district at professional meetings and conferences

TERMS OF EMPLOYMENT: 12-Months- Full Year Administrator

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

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually low. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people. Work is performed indoors.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 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 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting 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. The individuals currently holding this position perform additional duties and additional duties may be assigned. 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 Director of HR.