

Wakefield School District SAU 101

Director of Student Services

JOB DESCRIPTION

The Wakefield School District is seeking a qualified candidate for the position of Director of Student Services. The district is looking for an educational leader who can work with district administration, building administration and staff, as well as families to develop appropriate academic and behavioral programs to meet student needs.

The Director of Student Services' main responsibility is to administer the various systems of support for students with identified special education, 504, and English Language Learners needs.

The Wakefield School District is located in the town of Wakefield, New Hampshire. The school district of approximately 650 students. We have a PreK – 8 school and our students go to Spaulding High School in Rochester with a small percentage of our high school population going to Kingswood Regional High School.

PRIMARY DUTIES AND RESPONSIBILITIES:

Responsible for compliance with New Hampshire Rules for the Education of Children with Disabilities throughout the Wakefield School District.

Assures procedural safeguards according to the federal and state standards are implemented and adhered to.

Supports the development of productive dialogue between building staff and administration and parents about student needs.

Serves as a consultant to building administration in the supervision and evaluation of special education personnel and programs.

Participates in interviewing and hiring special education personnel.

Participates in the planning of staff development activities for special education personnel and regular personnel on special education issues.

Conducts building-wide special education staff meetings.

Functions as a contact person to the NH Department of Education on all special education matters.

Submits all required local, state, and federal reports.

Supervises the delivery of preschool services.

Supervises the delivery of independent and other evaluations.

Prepares federal and state grants for special education services.

Supervises the delivery of student services in consultation with building administration: (a) psychological services; (b) speech and language services; (c) English as a Second Language services, etc.

Prepares the special education budget and monitors payment of special education expenses including outside service providers and out of district placements.

Works with transportation manager to arrange and monitors all special education transportation services.

Serves as the Title IX Coordinator, and the Civil Rights Coordinator, for the district

Works on district initiatives as part of the SAU district leadership team.

Ensures that extended school year programming is available for qualifying students.

Collaborates with district and building administration and staff on summer programming

MINIMUM QUALIFICATIONS

Master's degree or higher in Special Education Leadership/Administration. NH certification as a special education administrator is required.

Five or more years of building administration experience including experience supervising academic programs and staff is preferred.

Demonstrated ability to work with and effectively communicate with administrators, staff and families.

Experience in strategic planning as well as budget development. Federal grant management highly recommended.

This is a 260 day, full year position. Great benefit package to include health, vision, dental, FSA, long term disability. Paid leave includes personal, sick, vacation and bereavement. Enrollment in NH Retirement System for future pension.

Candidates must submit a complete professional packet of materials including a letter of interest, resume and three current letters of recommendation to Wakefield School District SAU 101 76 Taylor Way Sanbornville, NH 0387