

School Administrative Unit #33
Job Description

Draft

TITLE: Assistant Director of Student Services

REPORTS TO: Director of Student Services Services and/or his/her designee

EVALUATION: Director of Student Services will evaluate in accordance with School Board policy.

SUPERVISES: Special Education Department under the direction of the Director of Student Services

GENERAL SUMMARY: The Assistant Director of Student Services will assist the Director of Student Services in the areas of building level administration, budget development, and the effective management of special education resources. The position is responsible for ensuring compliance with established special education policies, procedures, laws and/or regulations, understanding and disseminating information on the instructional needs of Raymond's School District's special education students, and the monitoring of data to make informed decisions.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- At least three years in a public school in a special education position. Demonstrated knowledge of special education regulations, diagnosis and IEP (Individual Education Plan)
- Valid driver's license required.
- Master's Degree
- New Hampshire Department of Education Certification in Special Education Administration
- Five years of experience in the field of Special Education
- Administrative experience strongly preferred
- Other qualifications as deemed necessary by the Superintendent of Schools
- Such alternatives to these requirements as the School Board may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

- Assist the Director of Student Services develop and communicate a clear understanding of the educational needs and rights of students with disabilities to staff, parents, and students when appropriate.
- Assist the Director of Student Services ensure the appropriate implementation of federal and state special education programming and 504 regulations.
- Assist the Director of Student Services facilitate the success of students through continuous program evaluation.
- Assist the Director in the coordination of preschool programming.
- Assist the Director of Student Services prioritize program improvement through observations and analysis of student success.

- Communicates effectively, both in writing and verbally, to staff, parents, and students on a regular basis and on those occasions of an immediate concern.
- Implement and enforce policies and procedures consistently and responsibly in accordance with federal, state, and local regulations.
- Assists in the preparation and filing of reports in a timely fashion and in accordance with District, School Board, and state and federal guidelines.
- Ensures coordination and compliance for out-of-district placements.
- Assists the Director of Student Services in the supervision and evaluations of staff in a manner that encourages continuous improvement.
- Serves as a resource for staff regarding special education and 504 issues.
- Represents special education services on districtwide committees, as assigned by the Director of Student Services
- Assumes responsibility for managing student cases as appropriate.
- Remains current of Special education regulations and committed to District initiatives and improvement of student learning.
- Performs other reasonable and related tasks as assigned by the Director of Student Services
- Performs other related duties as required by supervisor

PHYSICAL ACTIVITY REQUIREMENTS

| | | | | | | | | | | | |
|---------------------------|----------|----------|----------|---|---|------------------|----------|----------|----------|---|---|
| Lift up to 10 lb. | N | R | <u>O</u> | F | C | Twisting | N | R | <u>O</u> | F | C |
| Lift 11 to 25 lb. | N | R | <u>O</u> | F | C | Bending | N | R | <u>O</u> | F | C |
| Lift 26 to 50 lb. | N | <u>R</u> | O | F | C | Crawling | <u>N</u> | R | O | F | C |
| Lift over 50 lb. | <u>N</u> | R | O | F | C | Squatting | N | R | <u>O</u> | F | C |
| Carry up to 10 lb. | N | R | <u>O</u> | F | C | Kneeling | N | R | <u>O</u> | F | C |
| Carry 11 to 25 lb. | N | R | <u>O</u> | F | C | Crouching | N | R | <u>O</u> | F | C |
| Carry 26 to 50 lb. | N | <u>R</u> | O | F | C | Climbing | N | <u>R</u> | <u>O</u> | F | C |
| Carry over 50 lb. | <u>N</u> | R | O | F | C | Balancing | N | <u>R</u> | O | F | C |

Work Surface(s)

| | | | | | |
|------------------------------------|---|---|----------|---|---|
| Reach above shoulder height | N | R | <u>O</u> | F | C |
| Reach at shoulder height | N | R | <u>O</u> | F | C |
| Reach below shoulder height | N | R | <u>O</u> | F | C |
| Push/Pull | N | R | <u>O</u> | F | C |

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|------------------|
| KEY |
| N = not required |
| R = rarely |
| O = occasionally |
| F = frequently |
| C = constantly |

Hand Manipulation

| | | | | | |
|------------------|---|---|----------|----------|---|
| Grasping | N | R | O | <u>F</u> | C |
| Handling | N | R | O | <u>F</u> | C |
| Torquing | N | R | <u>O</u> | F | C |
| Fingering | N | R | O | <u>F</u> | C |

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Office equipment: Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

During an 8 hour day, employee is required to:

| | <u>Consecutive Hours</u> | | | | | | | | <u>Total Hours</u> | | | | | | | |
|--------------|--------------------------|---|---|---|---|---|---|---|--------------------|---|----------|---|---|---|---|---|
| Sit | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 |
| Stand | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 |
| Walk | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 | 8 | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Cognitive And Sensory Requirements:

Talking: Necessary for communicating with others
Hearing: Necessary for receiving instructions and queries
Sight: Necessary for doing job effectively and correctly
Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

Other Items to consider

Environment: Inside:95 % Outside: 5%

Work SurfacesEquipment: carpet and tile floors, chair and standard desk; phone, computer, copier, fax, and any other equipment deemed necessary,

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification:Exempt, 260+ days , Full-time, Year round

Adopted:

Revised:

Revised: