

SPECIAL SERVICES DIRECTOR: ROLES AND RESPONSIBILITIES



What is so Special About Special Services?
Special services directors oversee programs that provide assistance to children with special needs. They ensure that children of all abilities are able to learn based on their own unique set of skills and challenges. In a time when reductions to the budget are routine, it is foreseeable that society looks to make cuts in areas that are away from the classrooms and in department that perform services that are not commonly known by much of the staff and the general public. This document may be helpful in future deliberations.



SPECIAL SERVICES DIRECTOR: ROLES AND RESPONSIBILITIES

Administrative/Leadership

- ✓ Serve as the school district lead representative/contact person of programs for special needs students; effective management, supervisory, team-building, and problem solving skills
- ✓ Collaborate with the building principals to coordinate services provided to students with special needs
- ✓ Review federal and state legislation/regulations related to special services (including special education/title program/pupil services) identify and share the impact of changes on the building and district level
- ✓ Maintain open lines of communication regarding special services with all interested parties; respond to concerns of parents, teachers, building and central office administrators, and community members
- ✓ Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming
- ✓ Monitor compliance with School Board Policies and Regulations and work with the School Board attorneys as needed to develop required policy changes
- ✓ Provide accurate and timely data for evaluating outcomes for students with disabilities
- ✓ Maintain accurate database and confidential files of former and current students
- ✓ Prepare reports and information for the school board
- ✓ Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services; evaluate special education/pupil services program initiatives
- ✓ Serve as the district liaison in all matters concerning special services
- ✓ Maintain communication network with other special services directors within the state and region
- ✓ Use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups
- ✓ Determine educational standards and goals for special services programs
- ✓ Set policies and procedures for special services teachers and staff who are implementing programs for students with special needs
- ✓ Review and evaluate all programs-pilot programs, long-term programs, future programs
- ✓ Respond to legislative questions and concerns
- ✓ Attend community meetings when critical special services issues are discussed
- ✓ Wisconsin Information System for Education or WISE
- ✓ Mandated Reporting: Employees of Wisconsin Public School Districts
- ✓ Indicator 13 Assessment-Self Assessment
- ✓ ISES discipline reports
- ✓ Procedural Compliance Self-Assessment

Advocacy

- ✓ Establish district parent advisory committees
- ✓ Appoint a parent liaison
- ✓ Develop parent friendly resources
- ✓ Be a liaison to outside agencies
- ✓ Homeless Children & Youth Program

Budgeting

- ✓ Develop, monitor, supervise and manage all aspects of the annual budgets for special services
- ✓ Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants
- ✓ ESEA – all Title programs – Title I (educationally at risk), IIA, IID (Professional Development & Curriculum Development), III (English Language Learners)
- ✓ Special Education Enrollments & Projections (District budget development)
- ✓ Special Education Categorical Aid Payment
- ✓ Transfer of Service for the additional costs
- ✓ Write grants, prepare budgets

AND RESPONSIBILITIES

Human Resources

- ✓ Employee Handbook
- ✓ Interview and hire staff members; supervise and evaluate all daily activities of assigned staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth
- ✓ Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education/pupil services/process in their buildings
- ✓ Engage all new staff members in effective induction procedures and facilitate continued professional development through ongoing training opportunities within the building and the district
- ✓ Plan and implement professional development for staff; involve staff in continuous improvement through self-evaluation and goal setting
- ✓ Assist with screening special services applicants as needed
- ✓ Motivate teachers and staff
- ✓ Professional Development Plans (PDP)

Legal

- ✓ Interpret and remain current on all federal, state, and local mandates for special education and Section 504 services and to ensure that the school division is in compliance; handle confidential information discretely and professionally
- ✓ Ensure that those programs comply with federal, state and local laws
- ✓ Special education SEIP Assessment
- ✓ Civil Rights Compliance (OCR)

Parental Communication

- ✓ Provide parents with regular reports on their child's progress
- ✓ Mediate disputes between parents and schools
- ✓ Parent Involvement Survey

Student Management

- ✓ Postsecondary Transition Plan Compliance Review
- ✓ HSED/GED Programming
- ✓ Post High School Survey (Year of Monitoring) District Data Collection and Reporting Responsibilities
- ✓ Wisconsin Student Assessment System
- ✓ Smarter Balanced Assessment
- ✓ Indicator 12: Transition from Part C (Birth to 3) to Part B (3-21 yr)
- ✓ Post High School Outcomes Survey
- ✓ Open Enrollment Application
- ✓ English Language Learners (ELL) and Assessing Comprehension
- ✓ Annual Pupil Nondiscrimination
- ✓ Verify data related to students with disabilities that may have started programming between the Third Friday in September and October 1
- ✓ OT/PT/SLP or contracted services
- ✓ Indicator 7 Child Outcomes: records and annual data collection reminder: Districts (LEAs) are required to complete all exit records for children who have a Child Outcomes entry record
- ✓ IEP meetings
- ✓ Preschool
- ✓ Establish and communicate environment for serving special needs students
- ✓ Guide the development and implementation of long-range and short-range plans for achieving special services goals and objectives
- ✓ Direct special education services for all students with disabilities and ensure that students have
- ✓ Access to the school district's established curriculum.
- ✓ Monitor the development and implementation of all aspects of the special education program process
- ✓ Facilitate and/or participate in all matters of dispute resolution
- ✓ Work collaboratively to refine and enhance programs and services for students with disabilities

Student Management (continued)

- ✓ Pupil Services-School Psych Services, Counseling Services, Nursing Services, Crisis Prevention & Intervention, School-Age Parent Program
- ✓ Assist with the coordination of a multi-tier system of support
 - ✓ Response to Intervention
 - ✓ Positive Behavioral Interventions and Supports (PBIS)
- ✓ Jail based education
- ✓ Homebound education
- ✓ GED/HSED/GED programming
- ✓ Homeless children
- ✓ Children at Risk
- ✓ Wisconsin School Assessment System-WKCA, WAA, Wisconsin's Information Network for Successful Schools (WINSS), Wisconsin Longitudinal Data System (LDS)
- ✓ Wisconsin Student Number Locator System
- ✓ Records Management

Other Duties

- ✓ School safety requirements and resources
- ✓ District Assessment Coordinator (DAC)
 - ✓ State & District-wide Standardized Testing
- ✓ Alcohol, Tobacco and Other Drug Abuse (ATOD)
- ✓ School Performance Report
- ✓ Emergency/Crisis Preparedness
- ✓ Responsibilities for Health Care Procedures
- ✓ Advise on the design, furnishings, and equipment for special education classrooms and facilities
- ✓ Police liaison-Development of Police Resource Officer Position
- ✓ HIV/AIDS/STD Prevention Program
- ✓ Employee Assistance Programs
- ✓ Immunization Requirements



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