



BEAVER AREA SCHOOL DISTRICT

1300 FIFTH STREET • BEAVER, PENNSYLVANIA 15009

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Position Title: Director of Student Services

Reports to: Superintendent

Position Goals: The Director is responsible for the overall management of student support programs which include but not limited to Special Education, Gifted, 504, EL, Alternative Education, School Nursing Services, and Psychological/Mental Health Services.

The successful candidate must be able to articulate knowledge of the local, state, and federal laws and administrative procedures and also demonstrate the ability to develop, implement, and evaluate the support programs to ensure success for all students

Essential Duties and Responsibilities

- This position puts “special” into special education ensuring that all children are growing and maximizing their learning potential
- Consults with staff, parents, and outside agencies regarding special education (exceptional learners), 504, Gifted Support and MTSS
- Responds to parent requests/issues regarding the evaluation and placement of children in special education, 504, Gifted Support and MTSS
- Ensures compliance with local, state, and federal special education laws and administrative procedures
- Develops and administers the Special Education budget in collaboration with the Director of Finance and Superintendent
- Serves as the focal point for all referrals which necessitate an Individual Education Program (IEP) team and assures District compliance with legal requirements of these processes
- Continues to maintain and improve record keeping of all students receiving special services in relation to special education, 504, and Gifted
- Supports Building Principals with MTSS, PBIS, and SAP administration
- Assists in the adoption of school and district policies pertaining especially to the special needs learner.
- Keeps staff informed of legal requirements governing special education, 504, gifted support and MTSS services
- Assists in developing and/or implementing training activities for staff, families and community members particularly in the realm of learners with special needs
- Serves as a consultant to appropriate District-wide committees and organizes and/or attends meetings as may be necessary
- Directs and evaluates the activities of special education instructors, in coordination with building administrators, as they relate to program development
- Serves as liaison between public and private schools relative to Child Find and Individual Service Plan obligations
- Oversees mental health programming for the district, including community partnerships in conjunction with the Superintendent

Essential Duties and Responsibilities (cont.)

- Is responsible for the development and general supervision of the continuity and coherence of special education programming at all grade levels
- Oversees school nursing services district-wide including supports for the local Catholic School
- Recommends policies and program essentials that impact the student services department
- Coordinates district English Language (EL) programming including screenings and assessments
- Works with appropriate staff to oversee the transportation of children receiving special education services
- Develops and submits all reports as required by the Pennsylvania Department of Education
- Serves in a consultant capacity for the Superintendent of Schools and school administrators in regard to student services
- Interprets current research and legal documents for special education
- Assists in representing the public schools before the community relative to activities, needs, and successes of student programming
- Serves as the compliance officer and acts as the liaison to legal counsel regarding student issues
- Acts as the Foster Care representative and the Homeless Liaison for the district and ensures all requirements are met
- Performs other tasks and assumes other responsibilities as may be assigned by the Superintendent of Schools

Medicaid ACCESS Program Oversight:

- Manage the district's Medicaid ACCESS program, ensuring compliance with federal and state regulations.
- Oversee the submission of claims and documentation for reimbursement.
- Provide training and support to staff on Medicaid ACCESS program processes and procedures.
- Collaborate with district departments to ensure efficient and accurate program operations.

Supervisor Responsibilities:

- Is responsible for the overall direction and coordination of the Special Education, Gifted, English Learners, and Alternative Education programs, School Nursing Services, and Psychological/Mental Health Services.
- Shares responsibility with building administrators for educational support staff
- Directly supervises the student services specialist, school psychologist, clinical coordinator, and student services administrative assistant
- Works closely with the Administrative Team to ensure continuity of educational programming.
- Other responsibilities as assigned by the Superintendent of Schools.

The above statements reflect the general details considered necessary to describe the primary functions of the position and shall not be construed as a detailed description of all the requirements that may be inherent to the position.