

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

JOB DESCRIPTION

DIRECTOR OF STUDENT SUPPORT SERVICES

Supervisor: Assistant Superintendent

FLSA Status: Exempt

Employee Group: Administrative

Qualifications:

1. Valid Illinois Professional Educator License
2. Administrative Endorsement and Director of Special Education Endorsement
3. Master's Degree in Education
4. At least two years special education experience in a supervisory capacity
5. Knowledge of State and Federal education as related to special education
6. Knowledge of ELL programming requirements

Terms of Employment:

- Twelve (12) Month Contract
- Year to Year Contract
- Twenty (20) Vacation Days

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Fulfill duties of Director of Special Education as required by the Illinois State Board of Education.
2. Supervise Special Education Coordinators at elementary, middle, and high school levels.
3. Coordinate District resources in order to facilitate compliance with local policy, state and federal regulations related to special education, Section 504, and ELL (English Language Learners) related services.
4. Coordinate placement of Harlem students in District special education, Section 504, and ELL programming, non-public programs and private placements.
5. Prepare, submit and manage IDEA and ELL funding, Medicaid fee-for-service and Medicaid administrative claim.
6. Submit personnel recommendations to the Superintendent concerning appointment, retention, promotion, evaluation and assignment in relation to Special Education Coordinators and ELL and office staff.
7. Support development of District and School Improvement Plans consistent with District special education accountability targets, standards-based curriculum, research-based instructional practices and equitable access to high quality curriculum toward maximized academic achievement gains for all students.
8. Provide training to District and school staff in special education and ELL compliance, reporting and regulations.

9. Provide coaching and support to District and school personnel related to special education and English Language Learners, and the use of aggregate and disaggregated District demographic and achievement data, data-management tools and data-driven decision-making practices for the ongoing measurement of student progress, school improvement planning, curriculum alignment and articulation, teacher collaboration and classroom instructional delivery.
10. Coordinate District Pandemic Plan consistent with District crisis and emergency policy and procedures.
11. Coordinate home-bound instruction, nursing services, and home-hospital services.
12. Attend all board meetings and serve on District/school committees and professional organizations as appointed by the Assistant Superintendent or Superintendent.
13. Serve as community ambassador for community events, committees and civic organizations as assigned by the Assistant Superintendent or Superintendent.
14. Support general administration in the absence of Superintendent/Administrative Assistant to the Superintendent or in the absence of central office administrators (cabinet members).
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.