

**TIFFIN CITY BOARD OF EDUCATION  
JOB DESCRIPTION**

**Position:** Director of Student Services

**Reports to:** Superintendent/Assistant Superintendent

**Employment Status:** Regular/Full-time 220 days, plus 10 extended days

**FLSA Status:** Exempt

**Description:** Performs or assists with all necessary duties to ensure that appropriate education is provided for children identified with special needs, and that related policies and procedures comply with applicable state and federal requirements. Plans, coordinates and supervises the operation of the special education programs and services. Oversees Title VIB, maintenance of student records, student services, evaluates staff, and serves as district liaison for special education issues.

**Qualifications:**

- ï Master's degree from an accredited university
- ï Valid Ohio certificate/license
- ï Three or more years experience teaching children with special needs
- ï Experience and training that evidences an advanced knowledge of special education programming
- ï Training in Crisis Prevention Intervention
- ï Documentation of a clear BCII/FBI report
- ï Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Experience:**

- ï Prior supervisory experience and demonstrated ability to manage staff including experience managing cross-functional teams to develop and implement systems and processes to increase the effectiveness and efficiency of a high-performing organization
- ï Prior experience ensuring legal and regulatory compliance are maintained
- ï Work related experience in special education
- ï Knowledge of federal and state special education law
- ï Ability to work with building administrators and administrative team
- ï Experience with budgets
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- ï Language Skills: Ability to read, analyze, and interpret educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

**Essential Job Functions:**

- ï Ensure safety of all students
- ï Chair eligibility and IEP meetings
- ï Promotes and plans staff development through work with Director of Curriculum and Instruction, Region 1 Support Team and other contacts.
- ï Oversees maintenance of student records and coordinates with EMIS.
- ï Evaluates current programs and makes recommendations to the Superintendent concerning the direction, realignment and reorganization of special education program.
- ï Oversees and maintains records, reports, and documentation related to funding.
- ï Represents the District at various community agency meetings.
- ï Supervises student services staff including school psychologists, intern psychologist(s), speech and language therapists, ESL staff, nurses, related service personnel, and secretary.
- ï Coordinates and supervises purchased services including county services, health related services, and other related services provided to students.
- ï Works with building principals in evaluation of all special education programs and on observations/evaluations of both certified and non-certified staff.
- ï Supervises all activities related to the implementation of programs for students with disabilities, ages 3-22, in and out of the district to ensure compliance with Federal and State rules.
- ï Monitors student placement and IEP objectives.
- ï Analyze yearly state test results
- ï Serve as 504 Compliance Officer
- ï Train staff on state testing procedures
- ï Provide consultation and assistance to classroom teachers to ensure continuity among evaluation data, the IEP, and daily lesson plans
- ï Administers special education services at private schools in the District to ensure compliance, and monitor those schools outside of the district which our students attend.
- ï Assists in the recruitment and selection of student services personnel.
- ï Develops and maintains procedures of process and placement of students with special needs.
- ï Establishes procedures for requisitioning, ordering, and paying for special education items.
- ï Keeps informed of all legal requirements governing special education.
- ï Coordinates home instruction program and supervise instructors.
- ï Administers Federal Grant VI-B, preschool, immigrant, ELL Title III
- ï Compiles, maintains, and files all legal and administrative reports and records.
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- ï Works cooperatively with Superintendent and the administrative team.
- ï Acts as the Superintendent's designee in all concerns related to student services.
- ï Monitor attendance/suspension of students with special needs, Juvenile Court referrals and regulations.
- ï Administers program for child find and complete child count for funding purposes.
- ï Approves all student services supplies, materials, text, and equipment.
- ï Administers Home School program.
- ï District representative to State Region 1 Support Team, School Improvement Team, and delegated community team, (i.e. FAST, housing authority).
- ï Attends Board meetings and prepares such reports for the Board as assigned by the Superintendent.
- ï Respond to routine questions and requests in an appropriate manner.
- ï Make contacts with the public with tact and diplomacy.
- ï Maintain respect at all times for confidential information, e.g., student IEPs, testing information, student and staff information.
- ï Promote good public relations by personal appearance, attitude and conversation.
- ï Attend work regularly and punctually.
- ï Demonstrate a positive work ethic.
- ï Performs other duties as assigned by the Superintendent.

#### **Additional Job Responsibilities**

- ï Willingness to work non-standard hours as needed
- ï Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- ï Effective, active listening skills
- ï Knowledge of IDEA and rules for Special Education
- ï Serve as a role model for others in how to conduct themselves as citizens and as responsible intelligent human beings
- ï Respond to routine questions and requests in an appropriate manner
- ï Keep the Superintendent informed in matters of pupil services, curriculum, instruction, and professional development
- ï Additional responsibilities as needed to meet the needs of the organization
- ï Performs additional duties as delegated by the Superintendent of Schools

Adopted [12/16/24]