

PLEASE POST

NOTICE OF VACANCY

CRESTWOOD LOCAL SCHOOL DISTRICT

TYPE: Regular
(regular or new position)

BUILDING: District

DAILY HOURS: _____

WEEKLY HOURS: _____

SALARY BASE: \$89,171 – \$108,700

APPLICATION MAY BE OBTAINED FROM: Applitrak on Crestwood website for internal applicants

APPLICATION MUST BE SUBMITTED TO: Crestwood Schools online application under employment on Crestwood website: **crestwoodschoools.org**

Beginning Date: July 2, 2018

Deadline Date: July 13, 2018 (or until filled)

TITLE OF POSITION OR
CLASSIFICATION:

Director of Pupil Services

214 Day Contract

Anticipated 2018-2019 School Year

DESCRIPTIVE DUTIES:

QUALIFICATIONS:

1. Five years of successful experience in pupil services, supervision or administration.
2. Master's Degree in Pupil Services, supervision or administration.
3. Valid Ohio certification.

REPORTS TO: Superintendent

SUPERVISES: Special Education Personnel, Pupil Services Program
Officer, Registrar, School Psychologists, Speech/Language Therapists,
Pre-school Staff, Gifted/Talented Staff, Occupational Therapist, Physical
Therapist.

JOB GOAL: To develop, implement and coordinate programs and services to
Students; as well as to maintain student records.

SKILLS TEST(S) WILL BE GIVEN DURING INTERVIEW PROCESS

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and direct related services or students with disabilities, ESL students, gifted and talented students and students deemed at risk, including:

Program development and evaluation
Coordination of services for students
Budget for pupil services programs, materials, and equipment
Evaluation of school placement for students in out-of-district programs
Assist in the selection of new staff members
Liaison with parents
2. Work with Special Education Administrative Personnel for district wide strategies related to special education.
3. Coordinate the Central Registration process and assist in the determination of eligibility for attendance at the Crestwood Local Schools.
4. Supervise a system-wide program of school guidance services.
5. Oversee the activities of the school psychologists including a district referral process for psychological evaluation.
6. Oversee a comprehensive program of school health services.
7. Coordinate the activities of the speech, language and hearing therapy program.
8. Organize related services provided to students with disabilities.
9. Coordinate the English as a Second Language, Home Education, and Home Instruction programs.
10. Give guidance to various committees and the Total Community Solution process.
11. Supervise and coordinate district services for gifted students.
12. Coordinate the development of guidelines, policies and procedures in matters pertaining to Pupil Services.
13. Serve as coordinator for selected State and Federal programs related to Pupil Services.
14. Cooperate with other centers and building departments in providing educational programs and services.
15. Represent the district as needed for meetings and other appropriate considerations.
16. Coordinate in-service workshops and training for staff as needed.
17. Serve as a member of the superintendent's leadership team.
18. Attend Board meetings and prepare reports for the Board as requested by the Superintendent.
19. Become involved in any other duties, tasks, or responsibilities by the Superintendent.

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