

**YORKTOWN CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES**

PROPOSED JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT FOR PUPIL SERVICES

1. Acts as Case Manager for students placed out of district, including program and parental coordination:
 - a. Coordinates placements with in-district staff including CSE Chairperson, psychologists, social workers, and guidance counselors.
 - b. Directs preparation of packets to be sent when exploring outside placements.
 - c. Assesses the appropriateness and quality of out-of district programs on an ongoing basis, via site visits, student observation, and consultation with staff and parents.
 - d. Consults with SED representatives regarding in-state and out-of-state facilities for student placements.
2. Coordinates transportation arrangements for out-of-district students with the transportation office.
3. Ensures timeliness of mandated triennial evaluations for students placed out of district.
4. Monitors the changing needs of students placed out of district, reviews student placements for consideration of return to less restrictive environments, and makes appropriate recommendations to the CSE. These activities may include modifying current district programs, developing new programs, and identifying staff development needs.
5. Oversees activities of the Alternative High School in conjunction with YHS administrators, and Chairs Alternative High School intake meetings
6. Coordinates Extended School Year programming for in-district and out-of-district students.
7. Coordinates home instruction for students awaiting alternative placements.
8. In conjunction with the Assistant Superintendent for Pupil Services, oversees and evaluates the activities of the CSE and CPSE Chairpersons, and the PPS clerical staff.
9. In conjunction with the Assistant Superintendent for Pupil Services and building administrators, supervises, observes, and evaluates the activities of special education staff, psychologists, social workers, speech therapists, school nurses, and related instructional and clinical personnel.
10. Consults with building administrators regarding special education program concerns, and professional and para-professional staffing.
11. Serves as an ad hoc member of pupil services teams and the CSE/CPSE, and may act as CSE/CPSE Chairperson as circumstances warrant.

12. Consults and works with the school district's attorney regarding special education legal matters.
13. Participates as a member of the Academic and Administrative Cabinets.
14. Participates in meetings of the Yorktown SEPTA group at the request of the Assistant Superintendent for Pupil Services
15. Assures continuing professional development:
 - a. Participates in appropriate training and conferences.
 - b. Attends local and regional meetings of special education and pupil services administrators.
16. Performs such other responsibilities as shall be assigned by the Assistant Superintendent for Pupil Services.

Reports To: Assistant Superintendent for Pupil Services