

**YORKTOWN CENTRAL SCHOOL DISTRICT
PUPIL PERSONNEL SERVICES**

PROPOSED JOB DESCRIPTION
ASSISTANT SUPERINTENDENT FOR PUPIL SERVICES

The Assistant Superintendent for Pupil Services provides administrative direction, leadership and supervision in the areas of special education and student support services.

1. Collaborates with building administrators, Central Office administrators and school personnel in developing and maintaining a K-12 curriculum continuum for the district's special education program.
2. Assesses needs and helps plan the implementation of staff development for regular and special education staff in the methods, techniques and materials appropriate to the instruction of students with disabilities.
3. Supervises and evaluates the special education and support services offered within and outside the district, and recommends changes in policies or practices when appropriate to the needs of students with disabilities.
4. Annually assists in projecting needs for special education staff and programs in cooperation with building principals and central office administration.
5. Develops and manages an annual budget to assure implementation of appropriate programs and services to students with disabilities.
6. Supervises and participates in grant-writing activities pertinent to special education areas.
7. Maintains current awareness and knowledge of federal, state, and local policies, mandates, and regulations governing the provision of programs and services to students with disabilities and assures their implementation within the district.
8. Consults and works with the school district's attorney regarding special education legal matters.
9. Supervises and participates in data collection activities necessary for the preparation and submission of relevant and mandated state and district special education reports.
10. Advises the Board of Education and the community of developments in the special education area which may affect district programs, policies, and practices.
11. Assumes responsibility for organizing and maintaining central special education files, and special education student database.
12. Supervises and evaluates the activities of the Administrative Assistant for Pupil Services, the CSE and CPSE Chairpersons, and the PPS clerical staff.
13. In conjunction with building administrators, supervises and evaluates the activities of special education staff, psychologists, social workers, speech therapists, school nurses, and related instructional and clinical personnel.
14. In conjunction with building administrators and central office administrators, participates in recruitment activities and recommends the employment of special education and support services personnel.

15. Participates as a member of the Administrative and Academic Cabinets.
16. Represents the special education interests of the district at appropriate state, regional and local conferences and meetings.
17. Assures continuing professional development through participation in relevant training and workshops.
18. Serves as the districts 504/ADA Compliance Officer, and as an ad hoc member of pupil services teams, and the Committee on Special Education.
19. Acts as liaison to the Yorktown SEPTA group
20. Performs such other responsibilities as shall be assigned by the Superintendent of Schools.

Reports To: Superintendent of Schools