

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Executive Director of Exceptional Student Services
Prepared Date:	2/28/2019
Revised Date:	9/1/2023
Work Year:	220 days
Department:	Exceptional Student Services
Reports To:	Assistant Superintendent of Teaching and Learning
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Executive Director of Exceptional Student Services (ESS) is responsible for hiring, supporting, leading, coaching, and supervising ESS Department. The position is responsible to ensure student achievement for students with disabilities by providing vision and leadership in all services promoting student learning and success through interpretation and administration of all local, state, federal statutes, rules, policies, and administrative directions pertaining to programs for students with disabilities; Collaboratively develops and facilitates program design and implementation aligned with legal compliance, District Strategic Plan, and instructional best practices; Provides ongoing and frequent engagement with all special education service provider groups, district department administrators, building principals, community agencies, parents, family advocates, and legal representatives. This position leads, supervises, and evaluates the implementation of the IDEA to provide a Free and Appropriate Public Education (FAPE) to approximately 2,200 identified students; Systematically and compliantly develops the IDEA grant application, oversees a budget of \$16.5 million including staffing allocations, professional development, progress monitoring; Manages the disabilities and IEPs of students from the ages 1½ years through age 21; Responsible for the development and maintenance of a continuum of

services from the least to most restrictive placements, and submit all required state and federal reports.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Master's Degree in Education or related field
- Hold or be eligible for a Colorado Administrator license with Special Education Director endorsement
- Five (5) years of experience working in the special education system
- Two (2) years of District or school administrative experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's degree in Special Education
- Valid Colorado Principal License
- Five (5) years of special education classroom teaching experience
- Three (3) or more years of special education administrative experience

KNOWLEDGE AND SKILLS:

- Knowledge of current theories, practices, and techniques in the education of students with disabilities
- Knowledge of special education curriculum, instructional management, and behavior management strategies
- Knowledge of federal, state, and local rules, regulations, statutes, and policies related to exceptional students and special education, including data privacy
- Knowledge and understanding of CDE licensing requirements
- Knowledge of special education funding, budget development and management
- Knowledge of writing and evaluating Individual Education Plans (IEP) for both quality and compliance with state reporting systems; knowledge and understanding of computerized IEP systems
- Knowledge and ability to develop business, community, post-secondary, and other external relationships to garner support and resources
- Knowledge of adult learning models regarding staff development
- Knowledge of management and supervisory principles, practices, and techniques
- Knowledge of Medicaid regulations and state and federal grant management

- Excellent leadership and organizational skills and the ability to motivate people
- Knowledge of and experience in conflict management and resolution
- Ability to plan, implement, assess, and evaluate special education programs
- Ability to provide support and leadership to schools regarding instructional practices that establish appropriate accommodations and educational environments for ESS students
- Ability to select, train, supervise, evaluate, and lead a team in a collaborative manner to achieve department and district goals
- Ability to maintain funding and budget control
- Excellent integrity and good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Responsible for all special education programs including exceptional student services itinerant staff, specialists, exceptional student services office staff, nurses, psychologists, speech-language pathologists, OT/PTs, special and records, Section 504, grants, transition, and charter schools within Pueblo School District 60
- Oversee district special education programs planning for coordination, implementation, progress monitoring and supervision: vision services, audiology services, deaf and hard of hearing services, assistive technology services, center-based programs, out of district placements for services, and transition services
- Responsible for Child Find Activities (identify all students with disabilities within Pueblo School District 60 boundaries)
- Provide knowledge, guidance, and support to district leadership, building level administrators and other staff for students with disabilities and behavioral challenges in the areas of professional development, programming, and service delivery
- Maintain oversight for Individuals with Disabilities Education Act (IDEA) compliance for populations within Special Education. Develop and monitor professional development activities focusing on district, state, and federal IDEA requirements
- In conjunction with legal counsel, provide direction on resolution of disputes, complaints and due process
- Responsible for district special education program as it pertains to records management, legal services, fiscal management, and special education transportation services with the transportation department
- Manage funding sources and develop district budgets to meet the required needs of special education students

- In conjunction with Department of Data and Assessment, collect, analyze data, and prepare reports required by local, state, and federal authorities
- Approve Homebound applications and oversee services for all students in the district, including both special education and regular education students
- Ensure preparation, accuracy and submission of all reports required for state and federal government reporting
- Coordinate and execute Extended School Year (summer) services, including reviewing paperwork to determine eligibility

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Assistant Superintendent of Learning or the Superintendent of Schools

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	

Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.