



**EXCELSIOR SPRINGS**  
S C H O O L D I S T R I C T  
— *Together, Achieving Excellence* —

**Position Description**

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**POSITION TITLE:** Director of Student Services

**F.L.S.A.** Exempt Professional

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. Missouri Advanced Administrative Certificate.
2. Qualify for Special Education Administrator's endorsement.
3. A minimum of 3 years successful teaching experience in Special Education preferred.
4. Successful administrative experience.
5. Excellent communication skills.

**TERMS OF EMPLOYMENT:** 261 days

**DEFINITION:**

The Director of Special Services' position requires the organization and administration of special education and related services to students with disabilities. The Director insures that educational services are provided according to local policy, state regulations and federal regulations.

**MAJOR RESPONSIBILITIES:**

1. Individuals with Disabilities Education Act PL 94-142.
2. Rehabilitation Act of 1973, Section 504 for students.
3. Food Service program
4. Wellness Committee

**ESSENTIAL JOB FUNCTIONS:**

1. Coordinates with Diagnostic Specialist and/or school psychologist to facilitate the interdisciplinary team meetings in each building to determine eligibility of students.
2. Administers the 504 Program for eligible students according to federal regulations.
3. Participates in the recruitment and employment activities of all special services staff.

4. Prepares and administers the local Compliance Plan for the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
5. Maintains access and dissemination of information concerning special education and other programs.
6. Manages compliance with the Comprehensive System of Personnel Development (CSPD) requirements of State Department and Public Law 94-142.
7. Oversees the administration of Medicaid billing process and Homebound/Hospital Teaching Program.
8. Administers the Extended School Year Summer School Program for students with disabilities according to state regulations.
9. Develops and manages the budget for the special services department.
10. Ensures district compliance with F.A.P.E., L.R.E. and other pertinent federal and state laws.
11. Completes all state reporting for programs under his/her authority.

**OTHER JOB FUNCTIONS:**

1. Provides orientation program for new staff concerning special education services and Section 504.
2. Serves as the liaison for the Missouri State Plan for Education for the Homeless.
3. Communicates with parents of eligible students, employs staff, arranges transportation, and ensures organization and compliance.
4. Administers and coordinates activities that provide in-service training to special education personnel.
5. Attends all meetings as requested by superintendent or supervisor.