

Wittenberg-Birnamwood School District
Department of Special Education & Student Services

Position Description

Title: Director of Pupil Services and Special Education

Qualifications: Possess, or be eligible to hold, the Wisconsin Department of Public Instruction License Level 5080 – Director of Special Education and Pupil Services Administrative License

Contract Length: 260 days

Job Description:

The Director is an Administrative position for the Wittenberg-Birnamwood School District. The position entails a number of focused responsibilities. These responsibilities include, but are not limited to, the following:

- 1) Provide direction and oversight for the special education services/programming provided to students within the school district. Collaborate with all stakeholders connected to district special ed data needs to determine programming/tools/supports/services.
- 2) Coordinate the placement, supervision and evaluation of the School Psychologist, Speech Language Pathologists, CESA 8 Itinerant Services: OT, PT, VI, DHH,AT, Autism, Audiologist-contracted service, and District Staff: Special Education Teachers, Educational Assistants and School Counselors.
- 3) The Director monitors students in alternative settings as well as those in our early childhood classroom and works collaboratively with 4k programming (district & HeadStart locations).
- 4) Support specialized instruction work within the school district.
 - a. Engage staff in selection of instructional tools connected to specific student behavioral and academic needs. Providing leadership support prior to purchase and support for using tools to fidelity after purchase. Coordinate training.
 - b. Assist staff in the use of curriculum-based measurement to make informed decisions regarding student instructional and systemic decisions.
 - c. Ensure access to training for staff in monitoring and providing feedback concerning the use of interventions as implemented at the classroom and individual student level. Work with consultants to schedule training or coaching for special education staff. Review progress and make adjustments.
 - d. Provide leadership and guidance to district level and building level staff related to IEP writing as connected to specialized instruction, accommodations and progress monitoring.
- 5) Coordinate the recruitment, hiring, management, scheduling, training, and evaluation of all student services and special education department staff including support staff.
- 6) Creation and oversight of IDEA flow through budget to include maintenance of effort reporting, monitoring of purchasing and additional grant budget oversight. This includes Title flow-through set aside and/or ESSA funding regulations.

- 7) Act as an expert special education resource to the district's superintendent, principals, and staff. Lead training sessions related to special ed needs.
- 8) Train and support staff related to procedural compliance needs to include IEPs (writing, services, accommodations), Indicator reporting, development of transition plans and monitoring of special education and school counseling programming.
- 9) Apply for educational grant funding when it supports district and building level initiatives (i.e. UDL grant, etc) Participate in grant team planning, implementation and reporting to DPI.
- 10) Oversee the Individualized Education Plan paperwork to ensure that it meets DPI procedural compliance requirements. LEA at building level IEP meetings. Evaluation and re-evaluation report writing at meetings.
- 11) District Educator Effectiveness Coordination, District Assessment Coordination to include data entry, data clean-up, training to staff, entering accommodations, etc. Assist with district staff development planning and communication.

Reports to:

District Administrator and the School Board

Application Process: Please submit letter of interest, resume, license, transcripts and 3 letters of recommendation to:

Wittenberg-Birnamwood School District
Garrett Rogowski- District Administrator
400 West Grand Avenue
Wittenberg, WI 54499

All applications are due by Friday, June 22, 2018. Initial interviews for the prospective candidates will be scheduled for the morning of Wednesday, June 27, 2018.

Developed: June 2018

NONDISCRIMINATION POLICY

The Wittenberg-Birnamwood School District does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, or military service. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brenda Jozwiak-Boldig, Pupil Services Director, 400 West Grand Ave, Wittenberg WI 54499, 715-253-2213 ext. 1108 or bjozwiak@wittbirn.k12.wi.us. For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.