

Sparta Area School District

Article 204 - Specifications for the Director of Pupil Services

Selection and Status - The Director of Pupil Services shall be contracted by the Board of Education on a twelve month basis. The term of the contract shall be congruent to state statutes and the salary and benefits shall be negotiated.

The Director of Pupil Services shall be certified by the Wisconsin Department of Public Instruction for the position.

The Director of Pupil Services is under the direct supervision of the Superintendent and shall have the following powers, duties, and responsibilities as listed and other such responsibilities and authority as delegated by the Superintendent.

The Director of Pupil Services shall:

1. Prepare and administer the budget in the area of Special Education Programming, administer IDEA flow-through funds and oversee Medicaid reimbursement procedures.
2. Serve as the director of personnel in the area of Special Education Programming. Responsible for the direct supervision of the school nurse, psychologists, ELS personnel, OT/PT, and pupil services secretaries. Work with the building principals in the supervision of special education teachers, speech therapists, occupational therapists, physical therapists, and special education educational assistants.
3. Serve as the District's supervisor for the Parenting Place.
4. Screen, identify, refer, place, program, dismiss and follow-up on individual students with special education needs in the Special Education Program.
5. Coordinate with supervising principals the services of the Sparta Area School District counselors.
6. Keep classroom teachers and parents advised of the needs of pupils who are being served by the department.
7. Serve as the coordinator of the District's Homeless Education Program.
8. Maintain pupil records of special education students as required by board policy and state statute.
9. Collaborate with the Director of Teaching and Learning on Title program implementation.
10. Serve as the acting Superintendent as designated by the Superintendent.

11. Perform such other duties as assigned by the Superintendent.

Legal Reference: Wisconsin Statutes Section 118.24
Section 121.02 (1)

Cross Reference: Article 163 – Administrative Evaluations and Contracts
Article 201 – Structure and Flow of Responsibility
Article 211 – The School Nurse
Article 405 – Pupil Record
Article 531 – Homeless Education Program

Approved:

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