

## **Sparta Area School District**

### Article 259 – Specifications for Director of Academics and Pupil Services

Selection and Status – The Board of Education shall contract the Director of Academics and Pupil Services 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 Academics and Pupil Services shall be certified by the Wisconsin Department of Public Instruction for the position. Desired background will include successful experience in Special Education Administration and a deep knowledge of student learning, curriculum, and instruction.

The Director of Academics and 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 Academics and Pupil Services shall:

1. Prepare and administer the following budgets: Title I, Title IIA, Title III, Title IV, and Title V federal grants, and IDEA flow-through funds.
2. Serve as direct supervisor to: Coordinator of Curriculum, Instruction, and Assessment; School Nurse(s); School Psychologist(s); ELL personnel; OT/PT; and Academic and Student Services secretaries.
3. Review and approve all district Individual Education Plans (IEPs) and assist in all phases of identification, placement, and implementation in the Special Education Program, including communication to staff and parents.
4. Administer Medicaid reimbursement procedures.
5. Coordinate the services of district counselors with supervising principals.
6. Serve as the District Homeless Liaison.
7. Prepare and submit annual reports to DPI, including but not limited to harassment/discrimination complaints and special education data.
8. Promote and align universal instruction with equitable access for all students, including interventions and enhancements.
9. Develop, maintain, and update a model for continuous improvement in instructional planning and delivery at all grade levels.
10. Maintain pupil records for special education students as required by state and local statutes, regulations, policies, and rules.
11. Serve as the acting superintendent as designated by the superintendent.
12. Promote positive and inclusive climate and culture of learning for all students.
13. Perform other duties as assigned by the superintendent.

Legal Reference:

Cross Reference:

Adopted: March 27, 2018

Revised: