

**BARNSTEAD SCHOOL DISTRICT**  
**Director of Student Services**

**TITLE:** Director of Student Services

**QUALIFICATIONS:**

- NH Certification as Special Education Administrator
- Master’s Degree in Special Education or related area

**REPORTS TO:** Principal and Superintendent

**WORK YEAR:** Salary and benefits to be recommended by the Superintendent.

**ADMINISTRATIVE RESPONSIBILITIES:**

Supervision of Staff:

- Oversees the development, implementation and evaluation of Individual Educational Plans (IEPs) and the programs/services required to support identified students.
- Observes classes to ensure modifications and accommodations stated in IEPs are being implemented.
- Works with BES administration in the observation and evaluation of all Special Education personnel.
- Interviews, with the Principal, candidates for special services positions and submits recommendation to the Superintendent.
- Assigns paraprofessionals to students and programs as needed.

Out-Of-District Placements:

- Locates and facilitates placement of special needs students in out-of-district programs from PK to 12.
- Arranges for transportation so that necessary services are provided to special needs students.
- Participates in team meetings to monitor progress, develop IEP’s, and assess continued need for placement.
- Facilitates transition of special needs students who are returning to the district or assigned to out-of-district placements as needed.

Fiscal Responsibilities:

- Develops budget recommendation and provides expenditure control on established budgets for special education.
- Approves all supplies, materials, and texts used by special needs personnel.
- Develops, writes, and implements IDEA federal grants.
- Reviews IDEA Grant and other Grants with Business Administrator prior to submission.

Program Planning and Coordination:

- Supervises and coordinates special education services for students who are in need of special education services.
- Implements policies and programs essential to the needs of children with educational disabilities.
- Provides leadership in establishing new programs and developing improved understanding of existing programs.
- Works in conjunction with Business Administrator to verify all costs associated with foster placements in the Barnstead School District.

- Evaluates on an ongoing basis, the total special needs program, curriculum, procedures, and individual student's needs and achievements, and recommends changes and additions as needed.
- Serves students in Barnstead Elementary School (Preschool - Grade 8), and as necessary under the requirements of the JMA approved Memorandum of Understanding (MOU) with Prospect Mountain High School.
- Responds to any incidents requiring disciplinary review by students which requires administrative action.
- Acts as the Homeless Liaison for the Barnstead School District.

Information and Record Keeping:

- Keeps informed of all legal requirements governing special education and interprets same to administration, staff and community.
- Ensures compliance with all federal and state legislation as it pertains to special education.
- Assumes responsibility for compiling, maintaining and filing all reports, records, and other documents legally required or administratively useful.
- Completes and submits all required state forms and reports, as well as DOE intakes.
- Maintains permanent inventory of equipment purchased for special education.

**EDUCATIONAL RESPONSIBILITIES:**

Evaluation:

- Develops and initiates survey programs to achieve the mandate of continuous identification of educationally handicapped children (ages 3-21).

Placement:

- Serves as Chairperson of the Special Education Team and directs procedures for referral, evaluation, and placement of students in Pre-School - Grade 8 and as necessary under the provisions of the MOU.
- Serves as case manager for all out-of-district students.
- Consults with parents of students requiring special education services.

Instruction:

- Insures implementation of the individualized education program for all federally subsidized special needs students under IDEA.

Staff Training:

- Provides in-service training for all teachers and paraeducators regarding special needs students and programming as appropriate.

**ANCILLARY RESPONSIBILITIES:**

- Formulates and updates teacher handbook for working with special needs students.
- Assumes responsibility for the school in the absence of the Principal and Assistant Principal.
- Attends all court hearings as required and prepares related reports for the court, or assigns a designee to attend such hearings.

Reconsidered/Approved: (10/25/16)  
 Reconsidered: (08/23/16 & 9/27/16)  
 Tabled: (06/28/16)  
 Reviewed: (06/6/16 & 6/20/16)  
 Second Reading Approved (05/22/12)  
 First Reading Approved (05/08/12)