

**MUSTANG PUBLIC SCHOOLS
MUSTANG, OKLAHOMA**

TITLE:	Executive Director of Student Services
QUALIFICATIONS:	Special Education certification required; Administrative certification required
REPORTS TO:	Assistant Superintendent of Secondary Education

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates the general operation of all special education programs.
2. Supervises and evaluates the IEP facilitator, School Psychologists, Assistant Director of Special Education Programs and Director of Student Assistance Programs.
3. Supervises the maintenance of all district special education records in compliance with local, state, and federal regulations.
4. Supervises and coordinates the transition of students from Part B to Part C of special education programs.
5. Coordinates and completes all appropriate federal, state, and local applications for funding for special education programs.
6. Supervises the general operation of health service program and school nurses.
7. Supervises the general operation of mental health and student assistance programs.
8. Supervises and coordinates the homebound/home-based program.
9. Serves as the district ADA coordinator.
10. Supervises 504 procedural information and files.
11. Serves as the liaison between community based organizations and the district to provide needed services to students.
12. Keeps abreast of and communicates with appropriate staff all pertinent regulations and laws of assigned programs.
13. Meets monthly with all related service providers.
14. Supervises professional development activities and specialized training for all assigned programs.
15. Serves as a mediator between building administration, staff, parents, and students.
16. Attends board meetings and prepares reports upon request.
17. Is actively involved in professional growth activities.

18. Assists in the recruitment, selection, retention, promotion and assignment of special education personnel.
19. Supervises professional development activities and specialized training for special education staff, administrators and other personnel to include local, state and federal compliance issue
20. Coordinates purchases of materials and equipment for special education programs.
21. Supervises Transition Planning Conferences for students moving from Part B to Part C of special education programs.
22. Coordinates special education referrals and testing for the district.
23. Supervises Extended School Year program for identified students.
24. Maintains confidentiality.
25. Abides by all district policies and state and federal laws.
26. Performs other duties as assigned by the Superintendent or Assistant Superintendents.

TERMS OF EMPLOYMENT:

Number of days and compensation to be determined by the Board of Education and the employee work calendars.

EVALUATION:

Job performance will be evaluated annually by the Assistant Superintendent of Secondary Education.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently.
Ability to lift up to 10 pounds frequently.

Adopted: 02-01

Revised: 10-09-06

Revised: 12-08-08

Revised: 07-14-14

Revised: 01-12-15

Revised: 06-27-19