

POSITION: Director of Pupil Services

LOCATION: Office of Pupil Services

QUALIFICATIONS:

1. Maine Certification as Administrator of Special Education.
2. Master's Degree in or related to Special Education. *
3. Successful experience in both regular and special education teaching preferred.
4. Ability to develop, coordinate and supervise all programs designed to meet special education needs of children K-12, including screening and identification. Knowledge of most recent legal and programming trends in Special Education.

*If certified under an alternative pathway, must complete Master's within five years.

PHYSICAL

QUALIFICATIONS:

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching, & walking.
7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.
8. Local and minimal long distance travel required.

REPORTS TO: Superintendent of Schools

WORK YEAR: Twelve months, as specified by Labor Agreement for Administrators.

COMPENSATION: As specified by Labor Agreement for Administrators.

JOB GOAL: To ensure that all special education students in the school department are identified and receive appropriate services; that all state and federal laws relating to special education are enforced; that pupil services personnel are supervised.

PERFORMANCE RESPONSIBILITIES:

1. Establishes screening procedures to identify all children in the system in need of special education services.
2. Develops and coordinates all individual and group special education services throughout the system.
3. Establishes appropriate evaluation procedures for such services.
4. Serves as chairperson of Bangor School Department District Individualized Education Program Team and Section 504 Team meetings.
5. Supervises Individualized Education Program Teams and Section 504 Teams in each building.
6. Conducts in-service programs and demonstration classes for all school personnel relative to services for exceptional students.
7. Acts as liaison agent with community agencies and private special education facilities regarding



special education needs and available programs.

8. Serves as primary resource consultant in the area of special education to regular class teachers in such areas as interpretation of psycho-educational tests; development of diagnostic-prescriptive teaching methodologies, curriculum, and materials, and follow-up procedures.
9. Assumes major responsibility for carrying out specific components of federal and state legislation relating to students with disabilities.
10. Arranges transportation for students with disabilities who attend school at regional or private special education facilities.
11. Assumes coordination responsibilities of school personnel making up the pupil services staff.
12. Assumes budget development responsibility for special education and pupil services staff.
13. Serves as a member of the Administrative Council.
14. Supervises Assistant Director of Pupil Services.
15. Performs such other duties, consistent with this position, as determined by the Superintendent of Schools.

ADOPTED: May 2, 1983

REVISED: July 30, 2014

REVIEWED: October 11, 2018

