



## **Position Title: Student Services Director [Special Education]**

Qualifications: Certified Teacher, Special Education endorsement or certification preferred

**SUMMARY:** Responsible for push-in and pull-out support in planning instruction and/or adaptation of the instructional program to facilitate student learning. Design and implement specific strategies designed to promote intellectual, social, and physical growth in all identified intervention students. Evaluate and measure the effectiveness of specific strategies and interventions in order to refine support. Supports the instructional programs with classroom teachers and be able to lead and direct Paraprofessionals in Student Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Provide the following school-wide support:

- Use data to help teachers identify and group children who need additional supports
- Help teachers develop and implement classroom-based, developmentally appropriate interventions for individual children and groups of children to enhance their acquisition of social/emotional and cognitive skills
- Support teachers in documenting children's progress
- Facilitate the Student Intervention Team (SIT) process with the principal, support staff, parents, and instructional staff
- Develop and use instructional support tools effectively
- Gather and organize grade-level/subject area universal assessment tools and develop assessments for progress monitoring purposes for all teachers
- Design collaborative systems to support best practices.
- Implement and track all support for all identified students
- Design systems and tools to measure the effectiveness of support
- Refine strategies and support as needed to improve the effectiveness
- Work with the Willmar special education department and SIT to facilitate eligibility for special education
- Employ a variety of instructional techniques, instructional media, and performance assessments, which guide the learning process toward academic achievement and curriculum goals.
- Assess the accomplishments of students in a variety of ways on a regular basis and provides progress reports as required.
- Maintain accurate, complete, and correct records as required by law, school policy, and administrative regulations.
- Administer and analyze standardized testing data and adjusts instructional strategies, as needed, to maximize probability of student success.
- Complete other duties as assigned.
- Build effective relationships with parents and students through regular communication and available to students and parents for education-related purposes, e.g., open house, conferences, extra-curricular activities.
- Participate in professional growth and development and stay abreast of current research through continuing education, educational seminars, workshops, conferences, membership in professional organizations of the subject taught, and attendance at school-sponsored professional development.
- Maintain a strong, regular personal attendance record