

**Wrightstown Community School District**  
**Director of Pupil Services**  
(Job Description)

**Pupil Services includes the programs and services in the following areas throughout the district:**

- Special Education
- English Language Learners
- Response to Intervention
- Guidance and Counseling
- Health Services
- Section 504
- Gifted and Talented

**Primary Objectives**

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To serve as an instructional leader by ensuring the development, implementation, and maintenance of the pupil service educational programs
- To create a safe, orderly, and inviting place to learn and teach in the pupil service areas
- To manage school time, facilities, and resources responsibly in pupil services
- To supervise all school-based faculty and staff in pupil services
- To maintain a close relationship with the District Administrator to assure that the program and policies of the Board of Education are carried out in an efficient and uniform manner

**Performance Responsibilities**

- Curriculum and Instruction
  - Lead and participate in improving student achievement
  - Guide and support curriculum development activities aligned with school and district goals
  - Identify needed curricular improvements by analyzing current programs and student achievement
  - Monitor study learning and achievement
  - Monitor all aspects of Individual Education Plans, Section 504 plans, Health Plans, and Plans for English Language Learners
- Program Management
  - Provide leadership in administering programs and services in the pupil services department that support the learning of all students while preventing and reducing barriers to student success
  - Strive to provide every student with a seamlessly integrated learning program with high standards by establishing and maintaining a district response to intervention model
  - Coordinate with Brown County Children with Disability Education Board (Syble Hopp School) for school district early childhood-special education program and programs for students identified with mild cognitive disabilities (ages 3-21)
  - Oversee out-of-school district programming for students in special education
  - Effectively maintain full implementation of Individualized Education Plans (IEP), Section 504 plans for all school district students identified with special education or Section 504 disabilities
  - Coordinate and oversee child find activities to identify children who may be in need of special education ages 3 through 21
- Leadership
  - Model and facilitate good human relation skills; effectively interact with others
  - Recognize efforts of students and teachers
  - Communicate high expectations for both staff and students and provide appropriate motivation
  - Remain current and assume responsibility for changes in legal and legislative laws and guidelines within the pupil service areas

- Student Discipline and Management
  - Maintain high visibility throughout the district
  - Interact with students to encourage each individual to perform at the highest level
  - Collaborate with other administrators regarding discipline of students with Individual Education Plans, including Manifestation Determinations, and ensure that state and federal procedures are followed
- Decision-Making and Problem Solving
  - Makes decisions in a timely fashion, appropriately involving others, and maximizing decision effectiveness by follow-up actions
  - Clearly communicate decision-making processes and final decisions with rationale to all affected
- Communications and Community Relations
  - Keep the community informed through appropriate resources, attendance at parent meetings, programs, and community leadership
  - Provide meaningful information to parents and others regarding student progress
  - Encourage parent involvement in all aspects of school, while maintaining confidentiality when necessary
  - Communicate and work with Administrative team to share ideas, problems, and expertise
- Human Resource Management
  - Recommend the hire of staff members following procedures consistent with law and district practice
  - Assign teachers and aides to classrooms, students to caseloads, and oversee scheduling of services
  - Conduct formal and informal classroom observations and complete staff evaluations consistent with district procedures
  - Support staff self-assessment and reflection, goal-setting for student learning and professional growth, and the gathering of evidence demonstrating classroom effectiveness
  - Make recommendations for the re-employment of teachers and other staff
  - Ensure appropriate staff development opportunities for staff
  - Maintain positive staff relations and communications
  - Strive to find methods for recognizing outstanding staff members and deal appropriately with staff who perform below expectations
- Record Keeping, & Budget Management
  - Ensure compliance in the pupil services areas with state and federal regulations in the areas of fiscal funding and maintenance of student records
  - Maintain accurate record keeping for all students with Individual Education Plans, Plans for English Language Learners, Health Plans, and Section 504 plans
  - Oversee classroom budgets in the Pupil Services areas
- Other Responsibilities
  - Perform any and all other duties as prescribed by the District Administrator
- **Reports To**
  - School District Administrator

### **Qualifications**

- Legal requirements for certification established by Wisconsin Statutes and Department of Public Instruction
- At least six years of experience in education

### **Evaluation**

- Annual written evaluation to be completed by the District Administrator based on state and district expectations

*Adopted: 2/15/06*

*Reviewed:*

*Revised: 12/17/14, 10/16/19*