



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Position Description

POSITION TITLE: Assistant Superintendent of Student Services

F.L.S.A. Exempt Professional

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Missouri Advanced Administrative Certificate.
2. Qualify for Special Education Administrator endorsement or Superintendent Certificate.
3. A minimum of 3 years successful teaching experience in Special Education preferred.
4. Successful administrative experience.
5. Education Specialist required, Doctorate preferred.
6. Excellent communication skills.

TERMS OF EMPLOYMENT: 12 months (261 days)

DEFINITION:

The Assistant Superintendent of Special Services position requires the organization and administration of special education and related services to students with disabilities. The position insures that educational services are provided according to local policy, state regulations and federal regulations.

MAJOR RESPONSIBILITIES:

1. Individuals with Disabilities Education Act PL 94-142.
2. Rehabilitation Act of 1973, Section 504 for students.
3. Federal Programs; Title I, Title IIA, Title IV
4. Oversee Early Childhood, ELL, Homeless, Migrant, Social Worker, Counselors, and Nurses

ESSENTIAL JOB FUNCTIONS:

1. Coordinates with Process Coordinators and/or school psychologist to facilitate the interdisciplinary team meetings in each building to determine eligibility of students.
2. Administers the 504 Program for eligible students according to federal regulations.

3. Participates in the recruitment and employment activities of all special services staff.
4. Prepares and administers the local Compliance Plan for the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
5. Maintains access and dissemination of information concerning special education and other programs.
6. Oversees the administration of Medicaid billing process and Homebound/Hospital Teaching Program.
7. Administers the Extended School Year Summer School Program for students with disabilities according to state regulations.
8. Develops and manages the budget for the Student Services department.
10. Completes all state and federal reporting for programs under his/her authority.

OTHER JOB FUNCTIONS:

1. Provides orientation program for new staff concerning special education services and Section 504.
2. Serves as the liaison for the Missouri State Plan for Education for the Homeless.
3. Communicates with parents of eligible students, employs staff, arranges transportation, and ensures organization and compliance.
4. Administers and coordinates activities that provide in-service training to special education personnel.
5. Attends all meetings as requested by superintendent or supervisor.
6. Evaluate designated personnel.