

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Director of Pupil Services
Reports To:	Superintendent
Position Status :	12-month administrative contract (Section 3319.02 – ORC)
FLSA Status:	Exempt
General Description:	Provide leadership and coordination of appropriate services for the student population of the District and administer the necessary instructional, support, and auxiliary services.
Qualifications:	<ol style="list-style-type: none"> 1. Valid Ohio Administrative license in Administration, Pupil Personnel Administration, or Superintendent. 2. Master's degree of higher from an accredited college or university. 3. Successful experience as a special educator and as a school administrator. 4. Knowledge of Ohio School Law and special education law. 5. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same. 6. Good health, high moral character, and good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District facilities. 2. Strong communication and interpersonal skills. 3. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 4. Able to work successfully with students, parents, teachers, administrators, and the community. 5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Administer Pupil Services programs in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Coordinate the programs of school health services, school psychology services, special education services, occupational/physical therapy services, speech and language services, English as a second language services, and other related services provided to students with disabilities. 3. * Administer all necessary data collection, record keeping, and reporting for services offered through pupil services as required by the Ohio Department of Education (ODE), the United States Department of Education (USDOE), and the District. 4. * Participate in the recruitment, selection, retention, and development of support and instructional personnel for the pupil services programs. 5. * Assign, supervise, evaluate and make employment recommendations for all instructional and support pupil services staff. 6. Plan and conduct appropriate professional development for pupil services staff. 7. Develop and maintain positive relationships and timely communications with students, parents, District 	

staff, and the community

8. Coordinate budget preparation and implementation.
9. Requisition and acquire material, supplies, and equipment as needed to carry out program.
10. Administer the District's attendance policy, open enrollment policy, and residency policy.
11. Supervise services to students with disabilities in non-public schools.
12. Coordinate and monitor the district's anti-bullying policy and program, including the safety hotline.
13. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
14. Prepare and administer grant proposals and programs, including Title VI-B, school-age and pre-school federal projects, and assist with CCIP grant application and reporting.
15. Serve as the Americans with Disabilities Act (ADA), Civil Rights, Homeless Student, and Section 504 compliance officer.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Superintendent on matters affecting the program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, pupil services issues, and District-related matters.
4. Perform other duties as assigned.

Additional Working Conditions:

1. Frequent travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.