



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Integrated Services**
 Job Family: **Certified Administrative**
 Prepared/Revised Date: **March 15, 2023**

FLSA Status: **Exempt**
 Pay Range: **F**
 Job Code: **10404**
 Days: **260**

SUMMARY: Ensure needs of students with disabilities are met through evidence-based, integrated, specialized instruction and services. Manage implementation of state and federal special education mandates, initiatives, and requirements including the Individual with Disabilities Education Act (IDEA) and Exceptional Children’s Education Act (ECEA) and assure effective collaboration with all schools providing special education programming in the district. Responsible for oversight and management of staff, and strategic and proactive litigation mitigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Ensure service providers partner with PSD staff, families, and schools. Serve as a district resource, in current relevant pedagogy and best practices for educating students with disabilities.
2. Partner with executive director, legal counsel and district leadership in interpretation and administration of local, state, and federal statutes, rules, policies, and administrative directions related to Special Education programs.
3. Work with the Executive Director of Integrated Service to collaborate with departments and leaders across the district to coordinate the development, implementation, and review of Special Education services. Assist with long range planning for integrated student support, including UIP development and use of the learning environment in buildings/sites.
4. Coordinate data analysis and program evaluation for planning and improvement to ensure fidelity of programming for students with disabilities.
5. Work with the Executive Director of Integrated Services to provide staffing levels for school special education programs to provide services with fiscal efficiency and program fidelity. Collaborate with Human Resources on staff allocations, assignments, personnel and staffing issues.
6. Partner with the executive director to develop proposals for new programs, budgets, and grants for the purpose of meeting District goals in collaboration with the Learning Services Team and building/district leadership.
7. In conjunction with executive director and legal counsel, provide direction on resolution of disputes, complaints, and due process.
8. Model effective collaboration, interpersonal and problem-solving skills, and conflict resolution for staff, students, and families.
9. Attend work and arrive in a timely manner.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s Degree in special education with successful completion of an administrator license program required.
- Five years of experience in special education required.
- Five years educational administrative experience strongly preferred.
- Equivalent combination of education and experience acceptable.
- Director of special education licensure preferred.



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Director of Special Education License.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Thorough knowledge of special education programs.
- Thorough knowledge of IDEA and ECEA.
- Facilitation and conflict resolution skills.
- Knowledge of current PSD vision, mission, Unified Improvement Plan, Board Ends.
- A belief that all students are capable of learning.
- Human relation skills.
- Oral and written communication skills.
- Demonstrated ability to effectively manage and supervise a large staff comprised of administrators, classified, and licensed staff.
- Ability to set high standards and achieve them.
- Ability to show respect and sensitivity to individual needs/concerns.
- Ability to protect and maintain student confidentiality.
- Demonstrated concern for student health and safety.
- Demonstrated ability to work with a diverse student and employee population.
- Demonstrated ability to work collegially with building principals and other district leaders.
- Ability to effectively communicate with leadership, staff, parents, and students.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Integrated Services	
Direct reports:	Approximately 23 – Includes Administrators/Coordinators; Coaches; TOSAs; office staff; accounting staff; Professional Practice Experts; Parent Liaison	23



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	