



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Integrated Services**
Job Family: **Certified Administrative**
Prepared/Revised Date: **January 1, 2018**

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

SUMMARY: Direct special education program (ages 3-21) to focus on meeting the needs of students with disabilities through specialized instruction and services. Emphasis is on program development and support to schools in delivering services. Manage state and federal special education projects, supervise and evaluate staff, problem solve and troubleshoot issues that arise, collaborate with PSD leadership and all PSD departments, and remain current on all relevant special education practices.

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. Provide interpretation and administration of local, state, and federal statutes, rules, policies, and administrative directions related to Special Education programs.
2. Set the department vision, mission, goals and ongoing plan for continuous improvement.
3. Assume responsibility for the collection of data and preparation of special education reports as directed by local, state, and federal agencies.
4. Coordinate the development, revisions, dissemination, and implementation of Special Education services.
5. Coordinate relevant professional development for licensed and classified Integrated Services staff.
6. Coordinate program evaluation and analysis of data for use in the planning and improvement of special education.
7. Set staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
8. Develop proposals, new programs, budgets and grants for the purpose of meeting District goals.
9. Oversight and allocation of Integrated Services budget.
10. Oversight of state and federal compliance areas related to IDEA and ECEA.
11. Oversight of year-round special education programming.
12. Facilitate meetings and processes, for the purpose of implementing and maintaining special education programs and services of the district which achieve desired objectives.
13. Maintain a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
14. Supervise and evaluate some Special Education staff.
15. Supervise a central leadership team including licensed and classified staff.
16. Resolve conflicts involving school personnel, students, and parents.
17. Assure Integrated Services participation on state committees as appropriate.
18. Attend work and arrive in a timely manner.
19. 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 special education-related experience required.
- Minimum of five years educational administrative experience preferred.
- Equivalent combination of education and experience acceptable.

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 No Child Left Behind federal regulations/mandates.
- 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.
- 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.
- Demonstrate concern for student health and safety.
- 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 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:	Assistant Superintendent of Student Achievement	
Direct reports:	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			



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