

Newburgh Enlarged City School District
Job Description

TITLE:	DIRECTOR OF PUPIL PERSONNEL SERVICES
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REPORTS TO:	Deputy Superintendent of Schools
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. New York State School District Administrator Certification or School District Leader Certification, required. 2. New York State teacher certification in Special Education, School Counselor, School Social Worker or School Psychologist. 3. Master's Degree required 4. Successful experience as a special education teacher, school counselor and or school social worker. 5. Successful experience as an administrator in special education or pupil personnel services preferred
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JOB GOAL:	To provide a system of pupil personnel services consisting of health services, counseling, social work and special education instructional supports that enhance opportunities to ensure all students graduate.
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Coordinate staff assignments, schedules and evaluations of all staff assigned 2. Monitor the impact of supports and services for students' social, emotional and academic needs 3. Collaborate with community agencies to implement wrap-around services for students 4. Deliver technical assistance and professional development activities for department staff. 5. Monitor the implementation of the NECSD Guidance plan and coordinate the review/evaluate/revise procedures on an annual basis 6. Monitor the implementation of social worker supports and evaluate the impact interventions have on the intended outcomes 7. Assist in the recruitment and hiring of department staff at the building level and district level 8. Supervises the District Homeless Liaison and provides guidance as necessary
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DUTIES AND RESPONSIBILITIES: continued	<ol style="list-style-type: none">9. Reviews and update district policies, regulations, guidelines and procedures related to Pupil Personnel Services.10. Collaborate with the Director of Family and Community Engagement to foster positive relations with local, county and state agencies to support student, staff and parent needs.11. Collaborate with the Director of Family and Community Engagement and the Director of Special Ed to ensure programs and services are designed based upon the unique needs of students.12. Serves as Compliance Officer for Section 504 services and provides technical assistance and professional development to school based staff.13. Coordinate the work of health services to ensure regulatory compliance, reporting and staffing to meet with NECSD standards.14. Performs other duties and assumes other responsibilities as required by the Deputy Superintendent.
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