

# WELLINGTON EXEMPTED VILLAGE SCHOOLS

## VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for hire will be accepted until filled. Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing, include a statement of qualifications with your application and send it to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090 or email to [eweber@wellingtonvillageschools.org](mailto:eweber@wellingtonvillageschools.org).

**JOB TITLE:**           **DIRECTOR OF STUDENT SERVICES**

**ASSIGNMENT:**       **WELLINGTON EXEMPTED VILLAGE SCHOOL DISTRICT**

**QUALIFICATIONS:**

1. Master's Degree, preferably in Curriculum, Gifted Education, School Administration and/or Special Education from an accredited College/University.
2. Valid administrative license appropriate for job function.
3. Evidence of 3 years of successful administrative or supervisory experience preferred.
4. Successful and in depth experience in Special Education, Gifted Education and Title Services.
5. Strong written and oral communication as well as organizational, interpersonal and leadership skills.
6. Pass state mandated criminal and health checks.

Please include the following with the application:

- Cover Letter
- Resume
- Reference List
- Copy of any credentials if applicable

**DUTIES:**           Per Job Description

**TERMS:**           Multi-Year Contract beginning August 1, 2023

**WAGES:**           Salary negotiable (anticipated salary range of \$70,000 - \$100,000)

(December 2, 2022)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.

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## **JOB DESCRIPTION**

Approved - 11/15/2022

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### **QUALIFICATIONS:**

- Master's Degree, preferably in Curriculum, Gifted Education, School Administration, and/or Special Education, from an accredited College or University
- Valid administrative license appropriate for job function
- Pass state mandated criminal and health checks
- Evidence of 3 years of successful administrative or supervisory experience preferred
- Successful and in depth experience in Special Education, Gifted Education, and Title Services
- Strong written and oral communication skills
- Strong organizational and interpersonal skills
- Excellent leadership skills

**REPORTS TO:** Superintendent

**JOB GOAL:** To promote advocacy for members of the student body who have disabilities and/or require supplementary support services including gifted and title services and to provide the overall leadership for continuous study, staff development, implementation and evaluation of specialized programs and services.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supports the goals, objectives, and policies of the WEVSD and provides excellent customer service to students, staff, and community.
2. Directs the planning, delivery, assessment and ongoing improvement of a continuum of special education services as they relate to district goals.
3. Support district staff in implementing and following local, state and federal guidelines, policies and laws related to Students with Disabilities, gifted, homeless, foster care, title one, and preschool.
4. Facilitates compliance with legal mandates.
5. Participates in due process or complaint procedures.
6. Collaborate with district administrators to promote the education of all students within the least restrictive environment in accordance with state and federal law.

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7. Serve as liaison between the school district and various state and local education agencies established for serving students with disabilities, gifted, homeless, foster care, title one, and preschool.
8. Supervise personnel assigned to specialized programming, both licensed and clerical.
9. Provide assistance to principals, psychologists, therapists, counselors and other Special Education staff in identifying, planning and determining services for students with disabilities, gifted, homeless, foster care, title one, and preschool.
10. Facilitate coordination of Child Find.
11. Oversee hiring, staff assignment and appraisal and/or evaluation of Related Services Staff (School psychologists, speech pathologists, occupational and physical therapists, etc) and Specialized Faculty and Staff (Gifted, Intervention, and Title)
12. Serve as District Representative for students with disabilities served outside of the district.
13. Oversee allocation of district resources for placement decisions in collaboration with the superintendent and treasurer.
14. Knowledge of and ability to collaborate on and/or lead various district initiatives including, but not limited to, Gifted and Talented Education, state and district assessments and alternate assessments, Response-to-Intervention, English Language Learning, Ohio's Learning standards, and Step Up To Quality.
15. Oversee IDEA Part B budget allocations, expenditures and program reporting requirements.
16. Plans, procures, and manages supplemental service contracts related to assigned programs.
17. Will express concern for and sensitivity to the needs of all staff and students regardless of their race, national origin, sex or disability.
18. Performs such other duties as are assigned.
19. Participate and attend district and school leadership meetings.
20. Report regularly to the Board of Education at their monthly meetings.
21. Performs additional duties as assigned.

### **TERMS OF EMPLOYMENT:**

260 day contract

Approximate Work Hours or Days: 8:00 a.m. to 5:00 p.m., some evening hours required

Salary negotiable (anticipated salary range of \$70,000 - \$100,000)

**EVALUATION:** Annually, by the Superintendent