**2017-2018 PUPIL SERVICES LEADERSHIP TEAM – KEY RESPONSIBILITIES**

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**REPORTS TO:**
- Superintendent
- Director of Pupil Services

**Special Education Programming**
- 1. Program Leadership:
  - Supervises the evaluation, selection, and implementation of learning programs utilized in special education classes in the district.

**Gifted Education Programming**
- 2. Program Implementation:
  - Coordinates the creation and submission of Child Count, Special Education Plan, contingency funds, compliance monitoring, any corrective action plans, and initial implementation tracking.

**504 Programs**
- 3. Program Leadership:
  - Assigns the building administrator with ongoing supervision of special education classes and staff in the district.

**Psychological Services**
- 4. Program Leadership:
  - Assists in the creation and submission of Child Count, Special Education Plan, contingency funds, compliance monitoring, any corrective action plans, and initial implementation tracking.

**Medical Access Reporting**
- 5. Program Leadership:
  - Collaborates on the creation and submission of Child Count, Special Education Plan, contingency funds, compliance monitoring, any corrective action plans, and initial implementation tracking.

**Central Registration**
- 6. Program Leadership:
  - Participates in interview committee process to ensure proper staffing selections are made.

**Attendance Office**
- 7. Program Leadership:
  - Oversight school psychology program.

**Supervisors of Special Education**
- 8. Program Leadership:
  - Budgetary and accounting leadership.

**Homebound Education**
- 9. Program Leadership:
  - Coordinates and facilitate Extended School Year for all students deemed eligible.

**Homelessness**
- 10. Program Leadership:
  - Participate in interview committee process to ensure proper staffing selections are made.

**Supervisors of Special Education**
- 11. Program Leadership:
  - Oversight school psychology program.

**Positive Behavior Support**
- 12. Program Leadership:
  - Oversight school psychology program.

**School Counseling Program**
- 13. Program Leadership:
  - Coordinate of School counseling and school nursing programs.

**School Health and Nursing**
- 14. Program Leadership:
  - Develop and expand programs within the.

**Dental Hygiene Program**
- 15. Program Leadership:
  - Develop and expand programs within the.

**Alternative Education**
- 16. Program Leadership:
  - Develop and expand programs within the.

**Attorney General**
- 17. Program Leadership:
  - Develops positive interdisciplinary interventions between: members of the pupil personnel services team and social restoration specialists and external referral agencies, community and neighborhood organizations, and the students’ home to facilitate optimal school development.

**Special Programs**
- 18. Program Leadership:
  - Develops positive interdisciplinary interventions between: members of the pupil personnel services team and social restoration specialists and external referral agencies, community and neighborhood organizations, and the students’ home to facilitate optimal school development.

**Student Attendance**
- 19. Program Leadership:
  - Participates in interview committee process to ensure proper staffing selections are made.

**Student Residency**
- 20. Program Leadership:
  - Oversight school psychology program.

**Home School Programs**
- 21. Program Leadership:
  - Oversight school psychology program.

**Age-Appropriate Education**
- 22. Program Leadership:
  - Oversight school psychology program.

**Parent Engagement**
- 23. Program Leadership:
  - Oversight school psychology program.

**Parent Advisory Council (PAC)**
- 24. Program Leadership:
  - Oversight school psychology program.

**Attendance Officer/Home and School**
- 25. Program Leadership:
  - Oversight school psychology program.

**Homeless Liaison**
- 26. Program Leadership:
  - Oversight school psychology program.

**Psychological Services**
- 27. Program Leadership:
  - Oversight school psychology program.

**504 Programs**
- 28. Program Leadership:
  - Oversight school psychology program.

**Special Education Supervisors**
- 29. Program Leadership:
  - Oversight school psychology program.

**Director of Pupil Services**
- 30. Program Leadership:
  - Oversight school psychology program.

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**Director of Pupil Services**
- 41. Program Leadership:
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## 2017-2018 Pupil Services Leadership Team – Key Responsibilities

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### Extended School Year
- Special Ed. PIMS verification
- Coordinate Related Services Staff
- Special Education Paraprofessionals
- Create Special Ed Plan
- Bureau of Special Education Compliance Monitoring
- Special Education State Reporting
- Special Education and Pupil Services Budgeting

District for students identified as in need of gifted supports and services:
- Attend weekly/bi-weekly intervention team meetings in respective buildings.
- Support students and collaborate with staff in out-of-district placements.
- Collaborate with outside agencies in support of student programming at home, in the community, and at school.

2. Compliance: Maintain compliance with state and federal regulations of IDEA and ADA including Chapters 2A, 15, and 16:
- Attends IEP, MDT, and Interagency meetings for students that are placed out of district: including but not limited to, Approved Private Schools, Chester County Intermediate Unit (Child and Career Development, CHAAMP Program, Partial Hospitalization Programs), and students placed through MH/MR in Residential Treatment Facilities. May serve as LEA.
- Attends IEP, GIEP, S04, MDT Meetings for identified students within district programs. May serve as LEA.
- Work with building administrators, assistant directors, school psychologists, special education teachers, parents and families to assure appropriate services for identified students.
- Provide ongoing examination of resources, building need, and allocations to facilitate team decisions supporting LRE and research based instruction.
- Manage formal parental complaints such as mediation, resolution meetings and due process hearings.

### Staff of Special Education
- Ms. Christine Bryan - Middle Schools and Marsh Creek G6C
- Ms. Carrie Dickmann – Pupil Services, State Reporting
- Mr. Thomas Fitti - Elementary (BC,BW,SC,SM,WB)
- Mr. Ryan Farrell - Elementary (BH, EW, LE, PV, UH)
- Mr. Jonathan Otto - Autistic Support, Life Skills Support, Transition, ESY, Paraprofessionals

### Key Responsibilities
- For students with behavior needs, advises attendence secretaries at all secondary schools on how to handle attendance problems, meeting with them on a regular basis to discuss students.
- Assembles and prepares case documents for District Court hearings on truant students, presenting testimony in front of District Judge.
- Assembles and prepares case documentation for Juvenile Court proceedings, presenting testimony as to why the student should be declared dependent and placed in a residential facility to get the help that he/she needs.
- Investigates reports of non-residents illegally attending district schools, working closely with the Business Office in this capacity. Observes the comings and goings of alleged non-residents.
- Processes and monitors all requests for acknowledgement of district students being educated in placements outside of district; acknowledges of disclaim district’s responsibility, which is determined by residency.
- Processes and monitors all guardianship cases, updating documentation on a yearly basis.
- Provides individualized crisis intervention services to students and parents.
- Assist in the development of grant application and other fiscal resources.
- Implements and administers fiscal management of grant awards.
- Supervises and evaluates district Prevention Specialists.
- Assisting in various areas/departments.
- Maintains & checks tickler file daily for matters requiring attention and other fiscal resources.
- Grants, special education students and CCIU billing.
- Annual budget. Maintains filing systems.
- Obtains and maintains inventory of supplies.
- Processes daily mail, sorts, and distributes.
- Works in collaboration and coordination with other secretaries to ensure accurate communication across departments.
- Provides service to other departments to assist areas with increased seasonal, departmental, or urgent district needs.
- Assists with receptionist lunch coverage, as needed per building need.
- Completes state reporting measures for pupil services.
- Sorts, and distributes. Keeps current data base on all special education students.
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## 2017-2018 Pupil Services Leadership Team – Key Responsibilities

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### Position: Director of Pupil Services
- **Supervisors of Special Education**: Ms. Ann Berrios - High Schools, Dr. Christine Bryan - Middle Schools and Marsh Creek 6GC, Ms. Carrie Dickmann - Pupil Services, State Reporting, Mr. Thomas Fitti - Elementary (BC, BW, SC, SM, WB), Mr. Ryan Farrell - Elementary (BH, EW, LE, PV, UH), Mr. Jonathan Otto - Autistic Support, Life Skills Support, Transition, ESY, Paraprofessionals

### Key Responsibilities
- Models nondiscriminatory practices in all activities. Complies with and supports school and division regulations and policies.
- Participate as District Team Member as part of the PDE compliance monitoring process.
- Oversee the implementation of online IEP software programs.
- Complete and submit contingency fund applications.
- Work collaboratively with strategic planning committee to write the special education plan.

3. Staff/Professional Development: Organize and present workshops on various topics by:
- Developing, organizing and facilitating formal in-service training, follow-up consultation and support to all paraprofessional and professional staff on specialized needs of children of various disabilities
- Conduct classroom walk-through and formal observations to provide ongoing feedback through communication logs.
- Planning and facilitating the annual mandatory 20 hours of staff development for all paraprofessional staff

The Downingtown Area School District is an equal opportunity employment, educational, and service organization. 2

- Attaining Credential of Competency Certifications for paraprofessional staff as outlined by the Pennsylvania Department of Education
- Maintains own licensure at state level; keeps skills current
- Provide training and development opportunities for parents
- Basis, and investigate validity of questionable cases.
- Maintains accurate records on all foster children attending district schools, requesting appropriate documentation from placement agency, ensuring all foster students have appropriate NS residency code.
- Prepares and process end-of-the-year attendance report, which accounts for daily membership of all district students and determines the amount of basic subsidy received by the school district.
- Completes the dropout report and assists in completing the graduation report along with various other reports required by the state.
- Communicates with parents to inform them of state laws and district policies governing attendance; investigates and determines legality of questionable parental excuses via phone calls and home visits.
- Works with schools K – 12 to enforce compulsory attendance.
- Investigates cases of repeated absences reported by building principals, guidance counselors, and Student Assistance specialists; issues verbal and written warnings to parents that legal action will be taken if illegal absences continue; issues
**PUPIL SERVICES LEADERSHIP TEAM – KEY RESPONSIBILITIES**

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- Assists the pupil services staff in serving as liaisons between parents and school; schedules parent meetings, forwards parent complaints to appropriate administrators.
- Collaborates and meets with guidance counselors, psychologists, the Crisis Intervention specialist, or to social service agencies such as Children and Youth Services and Human Services to create plans for all At-Risk student cases.
- Develops relationships with external referral agencies, community, and neighborhood organizations.
- Works with attendance secretaries at all schools to ensure accuracy of student records.
- Investigates reports of non-residents illegally attending district schools, working closely with the Business Office in this capacity. Observes the comings and goings of alleged non-residents.
- Processes and monitors all guardianship cases, updating documentation on a yearly basis, and investigates validity of questionable cases.
- Works with families of students attending schools with student...
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<td>• Works with secondary buildings to ensure exchange students have correct documents</td>
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<td>• Monitors and coordinates services for students identified as homeless</td>
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**BOARD CMTE:**