

2017-2018 PUPIL SERVICES LEADERSHIP TEAM – KEY RESPONSIBILTIES

POSITION:	Director of Pupil Services	Supervisors of Special Education	Attendance Officer/Home and School Visitor/Homeless Liaison	Student Assistance Specialist	Central Registrar	Administrative Assistant-Director of Pupil Services	Administrative Assistants-Special Education Supervisors
NAME:	Dr. Louis Chance	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	Dr. Jamie Siegel	Ms. Tina Forsythe	Ms. Terry Eller	Ms. Stephanie Hammond	Ms. Nadine Malandro-Elementary/Pupil Services Ms. Susan Schemering-Secondary/AS/LSS/Transition
REPORTS TO:	Superintendent	Director of Pupil Services	Director of Pupil Services	Director of Pupil Services	Director of Pupil Services	Director of Pupil Services	Director of Pupil Services
	<p>Special Education Programming</p> <p>Gifted Education Programming</p> <p>504 Programs</p> <p>Psychological Services</p> <p>Medical Access Reporting</p> <p>Central Registration</p> <p>Student Attendance</p> <p>Student Residency</p> <p>Student Records</p> <p>Home School Programs</p> <p>Homebound Education</p> <p>Homelessness</p> <p>Student Assistance Program and Prevention Specialists</p> <p>Positive Behavior Support</p> <p>School Counseling Program</p> <p>School Health and Nursing</p> <p>Dental Hygiene Program</p> <p>Alternative Education</p>	<p>1. Program Leadership:</p> <ul style="list-style-type: none"> Supervises the evaluation, selection, and implementation of learning programs utilized in special education classes in the district. Assists the building administrator with on-going supervision of special education classes and staff in the district. Complete classroom observations and monitor student data/achievement. Develops new or expand programs within the district for low incidence students with disabilities Collaborates on the creation and submission of Child Count, Special Education Plan, contingency funds, compliance monitoring, any corrective action plans, and initial evaluation report. Help create, oversee and manage departmental budget. Identify and return students currently placed out of district to less restrictive programs within the school district Coordinate services, allocate resources and provide direct supervision of students in district programs. Coordinate and facilitate Extended School Year for all students deemed eligible Attend Special Education Administration Team meetings SEAT) & Special Education Advisory Council (SEAC) through CCIU. Participate in interview committee process to ensure proper staffing selections are made. Supervision and oversight of school psychology program Coordination of School counseling and school nursing programs Develop and expand programs within the 	<ul style="list-style-type: none"> Communicates with parents to inform them of state laws and district policies governing attendance; investigates and determines legality of questionable parental excuses via home visits. Investigates cases of repeated absences reported by building principals and issues verbal and written warnings to parents that legal action will be taken if illegal absences continue; issues citations to parents of truant children. Assists the pupil services staff in serving as liaisons between parents and school, arranges parent conferences, forwards parent complaints to appropriate administrators, and offers help in the form of referral to guidance counselors, psychologists, the Crisis Intervention specialist, or to social service agencies such as Children and Youth Services and Human Services. Meets with guidance counselor and assistant principal/principal to plan a strategy for each attendance problem. Works with caseworkers and therapists in an effort to correct difficult problems and investigate alternative placements for 	<ul style="list-style-type: none"> Develops positive interpersonal relationships 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 schooling opportunity and personal development of the pupil. Coordinates, maintains, and evaluates the district's Student Assistance Program. Assists staff cooperation with community resources and social work agencies in regard to substance abuse. Develops, coordinates, and implements student services (district wide, K-12) under the direction of the Director of Pupil Services. Develops, coordinates, and implements policies and procedures relating to at-risk children. Designs and implements interventions that positively affect the academic and social needs of at-risk students. Investigates family problems. Works with teachers in the SAP Program and provide training. 	<ul style="list-style-type: none"> Registers new students through Central Registration for the district in accordance with PA Enrollment/Child Accounting Laws and District policy. Implementation tracking and reporting of District Homeschool program and Homebound program. (Out-of-district students) Coordinates enrollment with school building personnel to ensure smooth transition for new students. Completes data entry and clerical maintenance for instructional program assessment and reports. Sets up and maintains efficient office systems and procedures: maintains filing systems in proper order for efficient retrieval. Provides backup support for Receptionist: greets visitors, provides assistance and information, and responds to inquiries and requests. Interfaces with all levels of employees and external contacts: as well as 	<ul style="list-style-type: none"> Assists with Pupil Services student/parent needs. Answers and/or redirects incoming phone calls and records needed messages. Maintains Director's appointment book; schedules multi-partied conferences with District personnel, Intermediate Unit personnel, and parents as needed. Initiates and maintains state-mandated confidential records for each special education student in district. Prepares, types, proofreads, duplicates, collates, and distributes or file materials relevant to program – may include correspondence, reports, bulletins, or new forms. Assists in preparation of annual budget. Maintains filing systems. Obtains and maintains inventory of supplies. Processes daily mail, 	<ul style="list-style-type: none"> Assists with Special Education student/parent needs. Answers and/or redirects incoming phone calls and records needed messages. Maintains Supervisor's appointment book; schedules multi-partied conferences with District personnel, Intermediate Unit personnel, and parents as needed. Initiates and maintains state-mandated confidential records for each special education student in district. Prepares, types, proofreads, duplicates, collates, and distributes or file materials relevant to program – may include correspondence, reports, bulletins, or new forms. Assists in preparation of annual budget. Maintains filing systems. Obtains and maintains inventory of supplies. Processes daily mail,

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	<p>Extended School Year</p> <p>Special Ed. PIMS verification</p> <p>Coordinate Related Services Staff</p> <p>Special Education Paraprofessionals</p> <p>Create Special Ed Plan</p> <p>Bureau of Special Education Compliance Monitoring</p> <p>Special Education State Reporting</p> <p>Special Education and Pupil Services Budgeting</p>	<p>District for students identified as in need of gifted supports and services.</p> <ul style="list-style-type: none"> 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 <p>2. Compliance: Maintain compliance with state and federal regulations of IDEA and ADA including Chapters 14, 15, and 16:</p> <ul style="list-style-type: none"> 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, 504, 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. 	<p>students with behavior needs.</p> <ul style="list-style-type: none"> Advise attendance 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 documentation 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 	<ul style="list-style-type: none"> 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. 	<p>assisting in various areas/departments.</p> <ul style="list-style-type: none"> Maintains & checks tickler file daily for matters requiring attention and prioritize job assignments ensuring timely follow-through. Creates and maintains position procedure outline to describe day to day duties of the position/department as needed. Tracks Out-of-District special education students and CCIU billing. 	<p>annual budget.</p> <ul style="list-style-type: none"> 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 	<p>sorts, and distributes.</p> <ul style="list-style-type: none"> Keeps current data base on all special education students. 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

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		<ul style="list-style-type: none"> • 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. <p>3. Staff/Professional Development: Organize and present workshops on various topics by:</p> <ul style="list-style-type: none"> • 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 <p>The Downingtown Area School District is an equal opportunity employment, educational and service organization. 2</p> <ul style="list-style-type: none"> • 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 	<p>basis, and investigate validity of questionable cases.</p> <ul style="list-style-type: none"> • Maintains accurate records on all foster children attending district schools, requesting appropriate documentation from placement agency, ensuring all foster students have appropriate N5 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 				

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			citations to parents of truant children. <ul style="list-style-type: none"> • 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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			visas to ensure all paperwork is current. <ul style="list-style-type: none"> • Works with secondary buildings to ensure exchange students have correct documents • Monitors and coordinates services for students identified as homeless 				
BOARD CMTE:							