

Butts County School System

Director of Student Services

Application Deadline: Until Filled

Reports to: Superintendent

Work Calendar: 230 Days

Position Summary

Provides direction and leadership in all areas of the Special Education Programs for the school district to ensure that the district is meeting the instructional, learning, and emotional needs of students, which includes guidance/discipline services, health services and child welfare services.

Essentials Duties and Responsibilities

- Leads and monitors implementation of special education as mandated by the Georgia Department of Education and school system initiatives through classroom visits, grade level and department meetings, scheduling and other related activities
- Ensure the seamless delivery of student services for students through cooperative, collaborative, and timely efforts with school based administrators, personnel in central office departments, parents and external organizations/agencies
- Manages fiscal resources from the special education grants and general fund, prepares budgets, directs spending, and monitors expenditure control. Approves special education and 504 requests for supplies, materials and equipment
- Facilitates and participates in IEP meetings, which may result in recommendations requiring a financial commitment from the school system and or legal ramifications
- Provides leadership and represents the District in matters related to due process, procedural guidelines as they apply to students, parents and the local education agency
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district for the purpose of gaining fiscal resources
- Plans for student success; evaluates staff and program effectiveness through data analysis and other assessment forms
- Supports school-level leaders to create supportive and positive learning environments

- Serves as the instructional resource leader in curriculum development, diagnostic assessment, instructional strategies and behavioral interventions for students with disabilities
- Implements the policies and regulations established by federal and state law, State Board of Education and the local policy in the area of Special Education
- Establishes procedures for referral, evaluation, placement, re-evaluation and assignment of special education students in compliance with all Federal and State law
- Provides supervision and guidance to Student Services staff at Central Office level
- Performs other duties as assigned

Minimum Qualifications

- Master's Degree in education or related field
- Must hold or be eligible for a Georgia Leadership Certification
- Minimum of 5 years of successful classroom teaching experience
- Minimum of 3 years of leadership experience

Preferred Qualifications

- 3 years of school leadership experience
- Experience with leading special education programming
- Experience managing grants and general funds

Preference will be given to applicants who meet both the minimum and preferred qualifications.

Butts County is located just 45 miles south of Atlanta and approximately the same distance north of Macon. We are located just minutes east of I-75.