

RIPON AREA SCHOOL DISTRICT  
Job Description

Department: Administration

Job Title: Pupil Services Director

Qualifications: Licensure: Must be licensed as a Principal (50) and Director of Special Education and Pupil Services (80) or in the process of obtaining the license in the time frame specified by the Board of Education.

Education Level: Bachelor's degree in school counseling or related field. Master's degree in administration or in the process of obtaining the license in the time frame specified by the Board of Education.

Experience: A minimum of three years' experience in teaching, administration, and/or supervisory roles in education. Background in school counseling, Response to Intervention, and Positive Behavioral Interventions and Supports (preferred).

Other Requirements: Ability to effectively present information, communicate positively and respond to questions from administration, Board of Education, staff, students, parents, and the general public in a pleasant manner. Ability to motivate, guide, and supervise staff. Ability to handle stressful situations, organize and maintain numerous details, work independently. Ability to react to change and frequent interruptions in a productive and positive manner while meeting deadlines as assigned. Ability to maintain confidentiality in all phases of position. Ability to effectively use a computer for word processing, spreadsheets, and data entry. Ability to work unsupervised and make risk decisions.

Reports to: Superintendent of Schools

Supervises: Directly or indirectly employees in the Pupil Services Department.

Job Goals: To direct programs and services that enhance the district educational programs and services for all children especially students who are at risk of not graduating. To work in conjunction with the Superintendent and other administrators to ensure a comprehensive continuum of services that ensures success for all students within a Response to Intervention (Rtl) system.

Essential Job Functions/Responsibilities:

1. Demonstrates commitment to the education of children by supporting the organizational vision, mission, guiding principles, and strategic direction.
2. Plans, develops, implements and evaluates the Pupil Services program and ensures the program's compliance with district, state, and federal guidelines as well as current research and best practice.
3. Fosters instructional programs and services improvement through curriculum development and technology integration.
4. To work in conjunction with the Superintendent and other administrators to ensure a comprehensive continuum of services that ensures success for all students within a Response to Intervention (RtI) system.
5. Consults with various community, county, state, and federal agencies regarding educational programs and individual students. Serves as liaison for mental health agencies.
6. Ensures the district's compliance with Section 504 of the Rehabilitation Act of 1973.
7. Develops and monitors Section 504 procedures and plans.
8. Serves as district Mental Health Navigator.
9. Seeks out and coordinates local, state and federal grants related to pupil services and students as well as staff mental health.
10. Supervises and evaluates school counselors, behavior interventionists, social emotional learning coach, nursing staff, and pupil services support staff.
11. Leads district's Social Emotional Learning Leadership Team
12. Leads the Ripon community's Resiliency Project and/or acts as district liaison.
13. Administers and coordinates at-risk programming including Crossroads Academy and alternative school placements.
14. Develops district's At-Risk Plan, as required by state statute.
15. Coordinates and monitors all homebound instruction requests.
16. Develops and monitors Board policies related to student safety, including those related to bullying and seclusion and restraint.
17. Coordinates and monitors district-wide school nursing program, including Bloodborne Pathogen training.
18. Monitors building consultation teams.
19. Serves as a district employee and student anti-harassment and nondiscrimination compliance officer.
20. Develops and updates district's Truancy Plan, as required by state statute.
21. Supports and enforces compulsory attendance requirements. This includes monitoring truancy referrals, serving as a liaison with law enforcement and youth support agencies, coordinating in-services for building administrators regarding attendance procedures, and working with expelled students to set-up modified learning programs.
22. Serves as student record custodian, including dissemination, maintenance, and legal issues.
23. Monitors student custody and residency issues.
24. Works with staff and families to coordinate expulsion follow-up services.

- 25. Assists in establishing and maintaining good relationships with civic, professional, service, parent organizations, legislators and the community in general by having an active interest and involvement in community activities.
- 26. Engages in professional growth activities to enhance job performance and/or meet changing job requirements.
- 27. Performs other duties as assigned by the Superintendent

Terms of Employment: The term of employment for the Pupil Services Director shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

Evaluation:

I read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**PHYSICAL DEMAND ADDENDUM**

**PHYSICAL DEMANDS**

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Pulling/Pushing.....	Frequently 10 pounds or more
Lifting.....	Frequently 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Frequently 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date