

# Educational Service Unit No. 6, Inc.

## Job Description

**Job Title:** Director of Student Services  
**Department:** Student Services  
**Supervisor:** Dr. John Skretta, Administrator  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 10/30/2020  
**Location:** Milford, NE

### Summary

Directs and coordinates special education programs in ESU 6 public school districts that teach students with mental or physical disabilities by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.
- Evaluates special education programs to ensure that objectives for student education are met.
- Interprets applicable laws, rules, and regulations to students, parents, and staff.
- Keeps districts informed of all local, state and federal regulations and special education changes.
- Prepares, monitors and administers budget and solicits funds to provide financial support for programs.
- Prepares reports as directed or required for federal, state, and local regulatory agencies.
- Serves as a liaison among school districts, ESUs and the Nebraska Department of Education.
- Develops programs and coordinates services through the special education department at the request of local districts.
- Oversees scheduling of work assignments and conducting formal evaluations of all Student Services personnel.
- Keeps current with special education changes by attending local, state, regional and national meetings.

- Maintains an ongoing public relations program by being available for speaking engagements, attending relevant meetings, arranging in-service activities and making visits to school administrators.
- Reports to ESU 6 Administrator regarding all aspects of special education and keep him/her informed of all irregularities that may occur.
- Assists individual districts with:
  - Local special education budgeting
  - Preparation of state and federal reports
  - Nebraska State Department Audits
  - Compliance with state and federal regulations
  - Development of district-owned programs
- Regular and reliable on-site attendance is an essential function of this position.

### **Supervisory Responsibilities**

Supervises specific non-supervisory employees in the Student Services department. Is responsible for the overall direction, coordination, and evaluation of the department and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Communications – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Managing Customer Focus – Promotes customer focus; establishes customer service standards; provides training in customer service delivery; monitors customer satisfaction; develops new approaches to meeting customer needs.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Performance Coaching – Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.

Team Leadership – Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Delegation – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Business Acumen - Understands business implications of decisions; aligns work with strategic goals.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.  
Recruitment & Staffing - Utilizes recruitment sources; exhibits sound interviewing skills; presents positive, realistic view of the organization; analyzes and forecasts staffing needs; makes quality hiring decisions.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue ; conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

A minimum of masters degree in educational administration required. Nebraska Administrative Certificate endorsed in Special Education Administration K-12 required. K-12 teaching experience with emphasis in Special Education required. Educational budgetary experience preferred.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of internet software; Zoom video conferencing software; Google apps; spreadsheet and word processing software.

### **Certificates, Licenses, Registrations**

Current Nebraska Driver's License, Nebraska Administrative Certificate endorsed in Special Education Administration

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and use hands to finger, handle, or feel. The employee is frequently required to sit, stand, walk and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is regularly quiet and occasionally moderate.

**Acknowledgements**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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ACKNOWLEDGED: Supervisor / Manager Signature

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Date

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ACKNOWLEDGED: Employee Signature

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