The Isaac Elementary School District offers a rich history as one of the first founded districts in Arizona and located just west of downtown Phoenix. The 6.2 mile radius K-8 district is home to 10 schools including a preschool campus and services just under 6,200 students. We know our biggest asset are the people in our District who are committed to improving educational results for our students and are willing to examine a variety of different ways to make those improvements happen. We are a predominantly Latino, 100% Title One School District that is dedicated to student success.

**Director of Student Services**

**Qualifications:**

1. Possess a Master’s Degree or its equivalent with specialized training in school administration.
2. Minimum of three (3) years classroom teaching experience.
3. Minimum of 3 years local school administrative experience preferred.
4. Direct experience with the administration of K-8 curricular programs.
5. Knowledgeable in the laws and regulations regarding public education.
6. Knowledgeable in the laws and regulations regarding special education.
7. Possess the state required certification.
8. Possess demonstrated administrative skills and leadership ability.

**Responsibilities:**

I. Special Education
   A. Supervises Psychological Services, Special Education Services, Gifted, Counseling Services, Related Services (Speech/Language Pathologists, Occupational Therapist, Physical Therapist)
   B. Ensures compliance with all federal, state, and district mandates
   C. Provides for staff development in the area of special education for special, general, and bilingual educators
   D. Works cooperatively with principals in developing, organizing, implementing, and evaluating programs

II. Medicaid
   A. Ensures compliance with all federal guidelines
   B. Assumes responsibility for compliance of Medicaid
   C. Communicates information to principals and teachers related to Time Studies
   D. Ensures staff participation in the Time Studies
   E. Works cooperatively with the Business Department to ensure collection of Medicaid reimbursements

III. Health Services
   A. Supervises School Nurses, and Health Assistants

Approved by GB on February 23, 2012
B. Ensures compliance with all federal, state, and district mandates  
   a. Vaccination requirements  
   b. Health records  
   c. OSHA requirements  
C. Provides for staff development  
D. Ensures use of nurse’s office computer program, CHIPS  
E. Supervise Health portion of District Welcome Center  
   a. Nurse Practitioner  
   b. Nurse Assistant  
F. Participate as a member of the Healthy Families Partnership School-Based Health Centers Steering Committee  

IV. Parent Relations  
A. Assumes responsibility for parent complaints regarding special education, admissions, discipline, health services, alternate school placements, and other related pupil services  

V. District 504 Coordinator  
A. Reviews student placements  
B. Provides staff development to administration and staff as it relates to Section 504  
C. Communicates and interprets activities, policies, and procedures to administrative and certified staff regarding Section 504  
D. Ensures compliance of all federal mandates which relate to Section 504  

VI. Americans with Disabilities Act (ADA) Coordinator  
A. Ensures compliance of all federal mandates which relate to ADA  
B. Works cooperatively with principals and maintenance in ensuring that ADA mandates are followed  
C. Keeps appropriate district and school staffs informed of ADA compliance  

VII. Other duties as assigned  

Salary: Administrative Salary Schedule, Full Administrative benefits  

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE REHABILITATION ACT OF 1973  

To apply, please visit us at www.IsaacSchools.org