



**Merrimack School District**  
**Director of Student Services**  
**Role Description**



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**TITLE: Director of Student Services**

**REPORTS TO:**

- Superintendent of Schools

**SUPERVISES THE FOLLOWING POSITIONS:**

- Administrative Assistants (2)
- Preschool Coordinator
- Out-Of-District Coordinator
- Assistant Director of Student Services
- Director of School Counseling K-8 (Shared Supervisory Responsibility with Asst. Superintendent)
- Building Based Coordinators (Shared Supervisory Responsibility with Building Administrators)
- Contracted Service Providers

**JOB GOAL:**

The Director of Student Services will lead a dynamic and multi-faceted district-wide program of student support services with a focus on Special Education services. The ideal candidate will be able to collaborate, lead, and share in the decision-making process as leader of a team of experienced professionals. This candidate will be an innovative district leader. As a member of the Merrimack School District Leadership Team this candidate is responsible for ensuring compliance with special education policies, procedures, and/or regulations.

**QUALIFICATIONS:**

- Current New Hampshire certification (or eligible to be certified) in Special Education Administration
- Master's degree in Special Education
- Certificate of Advanced Studies (C.A.G.S.) degree preferred
- Prior teaching experience
- Prior administrator experience preferred

## RESPONSIBILITIES:

- Develop, refine, and oversee Special Education processes within the Merrimack School District, consistent with federal and state law
- Develop and oversee the special education annual operating budget and monitor expenditures throughout the school year
- Oversee IDEA Grant, including development, administration
- Oversee all student services, including special education, preschool, and out of district placements
- Develop and oversee the management of Federal IDEA grants PreK-12
- Promote partnerships within and outside the school community necessary for the success of all students
- Hire contracted service providers and ensure they are placed in schools with fidelity, and meet certification requirements for the role
- Arrange professional development opportunities for staff
- Meet regularly with Special Education Coordinators and Building Administrators, contracted service providers
- Act as liaison between school district and NH DOE
- Oversee district legal matters as they relate to special education
- Provide technical assistance as it relates to Student Services, including Special Ed Establish and monitor district wide systems to ensure Legal Compliance - including Special Education process, New Hampshire Department of Education (DOE) directed actions, and monitoring indicators for district assessment
- Attend Individualized Education Program (IEP) meetings, as needed
- Collaborate with the superintendent, assistant superintendent for business and human resources regarding school operations, finance, hiring practices, policies and procedures as needed to promote efficient and sound practices district-wide
- Collaborate with the superintendent, curriculum director and building administrators regarding instructional practices and procedures, accountability measures, and district-wide improvement efforts
- Maintain positive relationships with parents, including hosting regular meeting hours
- Other duties as assigned by the Superintendent of Schools

**TERMS OF EMPLOYMENT:** Full year, salaried position, Administrator Contract

### Physical Activity Requirements:

|                           |   |   |   |   |   |
|---------------------------|---|---|---|---|---|
| <b>Lift</b> up to 10 lb.  | N | R | O | F | C |
| <b>Lift</b> 11 to 25 lb.  | N | R | O | F | C |
| <b>Lift</b> 26 to 50 lb.  | N | R | O | F | C |
| <b>Lift</b> over 50 lb.   | N | R | O | F | C |
| <b>Carry</b> up to 10 lb. | N | R | O | F | C |
| <b>Carry</b> 11 to 25 lb. | N | R | O | F | C |

#### KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

|                    |   |   |   |   |   |
|--------------------|---|---|---|---|---|
| Carry 26 to 50 lb. | N | R | O | F | C |
| Carry over 50 lb.  | N | R | O | F | C |
| Twisting           | N | R | O | F | C |
| Bending            | N | R | O | F | C |
| Crawling           | N | R | O | F | C |
| Squatting          | N | R | O | F | C |
| Kneeling           | N | R | O | F | C |
| Crouching          | N | R | O | F | C |
| Climbing           | N | R | O | F | C |
| Balancing          | N | R | O | F | C |

#### **Work Surface(s)**

|                             |   |   |   |   |   |
|-----------------------------|---|---|---|---|---|
| Reach above shoulder height | N | R | O | F | C |
| Reach at shoulder height    | N | R | O | F | C |
| Reach below shoulder height | N | R | O | F | C |
| Push/Pull                   | N | R | O | F | C |

#### **Hand Manipulation**

|           |   |   |   |   |   |
|-----------|---|---|---|---|---|
| Grasping  | N | R | O | F | C |
| Handling  | N | R | O | F | C |
| Fingering | N | R | O | F | C |
| Torquing  | N | R | O | F | C |

#### **Controls and Equipment:**

Use of typical office/classroom equipment.

#### **During a typical day, employee may be required to:**

|       | <u>Consecutive Hours</u> |   |          |   |   |   |   |   | <u>Total Hours</u> |   |   |   |   |   |   |   |
|-------|--------------------------|---|----------|---|---|---|---|---|--------------------|---|---|---|---|---|---|---|
| Sit   | 1                        | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | 1                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Stand | 1                        | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | 1                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Walk  | 1                        | 2 | <u>3</u> | 4 | 5 | 6 | 7 | 8 | 1                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

#### **Cognitive/Sensory Requirements:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for taking instruction/direction from others.  
Sight: Necessary for doing job effectively  
Taste/Smell: Smelling required to detect odors, such as natural gas, electrical smoke, etc.

#### **Summary of Occupational Exposures:**

Exposure to typical building-related hazards and materials.  
Exposure to outdoor exposures