Tipton Community School Corporation

POSITION:	Director of Student Services
REPORTS TO:	Superintendent
TERMS OF EMPLOYMENT:	240 Days + Supplemental Benefits Package
START DATE:	January 1, 2027
PREFERRED QUALIFICATIONS:	Indiana administrative licensure; background in special education administration, student services, and district compliance

REQUIRED QUALIFICATIONS:

1. Bachelor's degree in education or a related field; master's degree in educational administration, special education, or a related field preferred.
2. Appropriate Indiana educator/administrator licensure or eligibility to obtain licensure as required for the assignment.
3. Demonstrated knowledge of IDEA, Article 7, Section 504, Title III, student due process, and applicable state and federal education requirements.
4. Experience providing leadership, supervision, and professional support to staff, with strong instructional and program-evaluation skills.
5. Ability to interpret student performance, assessment, compliance, and fiscal data to drive effective decisions.
6. Strong organization, project management, reporting, and grant administration skills; ability to meet multiple deadlines.
7. Effective communication, facilitation, conflict-resolution, and collaborative problem-solving skills with staff, students, families, and community partners.
8. Commitment to student-centered decision-making, confidentiality, equity, and TCSC's core beliefs and philosophy.
9. Demonstrated experience and advanced proficiency with PowerSchool Student Information System (SIS), including a comprehensive understanding of student data management, reporting, data integrity, and the use of student information to support district operations, compliance, and data-informed decision-making.

Special Education:

1. Provide districtwide leadership and oversight of special education programs, services, staffing, and compliance with applicable law.
2. Supervise, evaluate, and support assigned special education staff and coordinate professional learning.
3. Oversee the implementation of IEP processes and procedural safeguards; coordinate district responses to due process complaints, hearings, and mediation in consultation with the Superintendent and legal counsel.
4. Monitor eligibility, service delivery, student outcomes, and program data to identify needs and improve services.
5. Ensure accurate, complete, and timely required state and federal special education reporting.

Multilingual Learner Program:

1. Oversee the district multilingual learner (ML) program and compliance with Title III and related requirements.
2. Supervise, evaluate, and support the ML teacher and coordinate services across buildings.
3. Monitor WIDA ACCESS results and related data, report outcomes, and adjust programming and services accordingly.
4. Provide or coordinate professional development in effective ML instruction and language-access practices.

District Compliance and Student Services:

1. Coordinate required staff training pertaining to student services, student rights, and relevant legal or policy requirements.
2. Receive, coordinate, and respond to assigned staff and student grievances in accordance with Board policy, confidentiality requirements, and applicable procedures.
3. Serve as the district's Expulsion Examiner when designated by the Superintendent, ensuring required notices, impartial hearings, records, and due process.
4. Review, implement, and recommend updates to policies and procedures related to student services; coordinate with legal counsel and other administrators as needed.

Corporation Test Coordinator:

1. Serve as Corporation Test Coordinator (CTC) and complete annual required CTC training.
2. Coordinate test security and integrity training and district compliance with required assessment procedures.
3. Support building test coordinators and administrators with training, schedules, accommodations, and procedural guidance.
4. Document and report testing irregularities and oversee required corrective actions.
5. Oversee the WIDA Test Coordinator and administration of applicable WIDA assessments.
6. Collect, analyze, and communicate assessment data in collaboration with building administrators to support student achievement.
7. Utilize PowerSchool and other district data systems to ensure accurate student information, coordinate assessment-related data management, and support state and federal reporting requirements.

High Ability Program:

1. Chair the district Broad-Based Planning Committee and coordinate required planning and stakeholder engagement.
2. Manage the High Ability Grant, including budget oversight, documentation, and reporting.
3. Monitor and evaluate high ability services and programming across grades K–12.
4. Oversee equitable identification, placement, and review processes consistent with state requirements and district procedures.
5. Coordinate and review assessment information used in identification, including CogAT, i-Ready, and ILEARN where appropriate.

Title Grants:

1. Coordinate applications, program implementation, amendments, and required reporting for assigned federal Title grants.
2. Monitor Title-funded services and expenditures for compliance, allowable uses, budget alignment, and measurable student impact.
3. Collaborate with fiscal and building personnel to maintain appropriate documentation and support audits and monitoring.

Preschool Programming:

1. Oversee district preschool programming, including curriculum coordination, enrollment procedures, and compliance with applicable state prekindergarten requirements.
2. Coordinate with staff and community agencies to strengthen early childhood services, family partnerships, and transitions to kindergarten.

School Safety and Crisis Response:

1. Support the School Safety Specialist in maintaining the district safety plan and meeting required state safety reporting obligations.
2. Serve on the district safety/crisis response team and assist in coordinating staff training and preparedness activities.
3. Monitor implementation and documentation of behavioral threat assessment procedures in collaboration with building teams.

Grant Development and Management:

1. Identify and evaluate grant opportunities aligned with district priorities and student needs.
2. Coordinate grant applications, proposals, supporting documents, and internal approvals.
3. Oversee implementation of awarded grants and monitor progress toward stated goals.
4. Monitor grant expenditures, allowable costs, documentation, and compliance with award conditions.
5. Track deadlines and coordinate required financial and programmatic reporting.
6. Collaborate with district and building staff to maximize the effectiveness and impact of grant-funded services.

Other Duties:

1. Perform additional duties as assigned by the Superintendent consistent with the purpose of the position.

Application Instructions:

Applications must be completed online at www.tcsc.k12.in.us (click "Menu," then, "Jobs") and include:

- Completed Application
- Letter of Interest and Introduction
- Current Resume
- Three Letters of Recommendation

Questions regarding the position may be directed to Scott Jaworski, Superintendent of Schools
sjaworski@tcsc.k12.in.us