



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Professional Practice Expert (PPE) –
Special Services Provider (SSP) Lead** FLSA Status: **Exempt**
Job Family: **Licensed** Pay Range: **T Salary Schedule**
Prepared/Revised Date: **April 22, 2026** Job Code: **33564**

SUMMARY: Responsible for providing district-wide leadership and support for Special Services Providers (SSPs). Coordinate staffing, support recruitment and hiring, facilitate professional development, mentor staff, and assist with evaluation processes. Collaborate closely with district leadership and school administrators to ensure high-quality, evidence-based services in their discipline area across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as a liaison between SSP departments, school sites, and district leadership. Collaborate with administrators to support effective service delivery and problem-solving. Participate in district leadership meetings and department initiatives. Support implementation of district and state initiatives. Provide support for SSP team members at individual sites. Maintain a small caseload of students and assist with complex evaluations and special cases. Collaborate with related departments (e.g., MTSS, 504, Mental Health, Professional Development, SWAAC, Multicultural Assessment team, Early Childhood).
2. Assess staffing needs based on student population, program demands, building needs, and discipline specific workload models. Collaborate with Human Resources to post positions and coordinate hiring processes. Screen applicants, organize interview teams, and participate in candidate selection in conjunction with the IS Director/Assistant Director. Conduct reference checks and submit hiring recommendations. Support onboarding of new staff, including summer hiring processes.
3. Assign SSP FTE across school sites in collaboration with the IS Director. Monitor needs and respond to requests for caseload reviews to adjust assignment as necessary. Collaborate with staff and administrators regarding assignments and coverage for staff absences. Coordinate staffing and services for charter schools and specialized programs.
4. Plan and facilitate monthly department meetings. Develop and deliver targeted professional development aligned with department and district goals. Identify annual professional learning needs and evaluate effectiveness of training. Submit proposals and align offerings with district professional development initiatives.
5. Recruit, assign, and support mentors for new SSP staff. Provide ongoing coaching, guidance, and individualized support. Respond to staff inquiries and assist with problem-solving at the building level.



6. Provide guidance and support related to staff evaluation processes. Review professional documentation (e.g., IEPs, evaluation reports, progress monitoring data). Assist with development of Student Outcome Objectives (SOOs). Conduct supplementary observations as requested. Collaborate with evaluator to ensure consistency and clarity of SSP roles. Provide actionable feedback to staff and evaluate classified staff as assigned. Coordinate and implement evaluation of probationary (P01) staff members.
7. Monitor and manage assessment tools, materials, and supplies. Coordinate purchasing and oversee relevant budgets, including Medicaid resources. Support compliance with district, state, and federal requirements.
8. Additional responsibilities: participate in interview committees as needed/requested; coordinate with university programs regarding intern requests and placement; and participate in state-level or national committees as opportunities arise.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Valid state licensure in a Special Services Provider area (e.g., Speech-Language Pathology, Occupational Therapy, School Psychology, etc.)
- Minimum of 10 years of school-based experience required
- Leadership or coaching experience preferred
- Experience supporting adult learners and facilitating professional development preferred
- Familiarity with district systems (e.g., Enrich, Medicaid billing, evaluation tools) preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of special education processes, including IEP development, and evaluation procedures
- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Demonstrated leadership and collaboration skills
- Math skills
- Customer service and public relations skills
- Strong critical thinking, problem-solving and organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job



- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Integrated Services	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	