

Job Title:	DIRECTOR OF SPECIAL SERVICES
Department:	Administration / Student Services
Reports to:	Assistant Superintendent, Superintendent
Classification:	Exempt / Certified Staff
Employment:	11 months / Contract
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

SUMMARY

The Director of Special Services shall be responsible for the leadership, management, and coordination of local district special education programs and services in compliance with the state and federal requirements for implementation of the Individual with Disabilities Education Act, IDEA.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The responsibilities of the Director of Special Services shall be to:

1. Provides direction for the special education program, including long and short-range goals.
2. Ensures the implementation of the process of special education.
3. Provides for organization of special education throughout the district.
4. Provides for management of special education instruction.
5. Provides leadership for positive change in special education programs.
6. Serves as Homeless coordinator.
7. Serves as Migrant Education coordinator.
8. Serves as ESL coordinator.
9. Serves as Homebound coordinator.
10. Serves as Home schooled coordinator.
11. Serves as ADA coordinator.
12. Serves as Section 504 coordinator.
13. Serves as Special Education coordinator.
14. Serves as P.A.T. coordinator.
15. Promotes appropriate staff development in special education.
16. Communicates standards of expected performance.
17. Provides for the effective day-to-day operation of special education program.
18. Promotes and maintains a positive climate as part of a cooperative effort.
19. Demonstrates effective problem-solving, decision-making, and conflict-resolution skills.
20. Demonstrates effective organization skills.
21. Demonstrates positive, professional relationships with district personnel.
22. Demonstrates positive relationships with patrons/community.
23. Demonstrates positive relations with other administration.
24. Demonstrates knowledge of the legal basis for special education.

25. Provides recommendations for the development and adoption of district policies and procedures to ensure compliance with all special education requirements.
26. Provides for the implementation of district policies and procedures that ensure compliance with all special education requirements.
27. Participates in professional growth activities.
28. Demonstrates a sense of professional responsibility.
29. Maintains confidential nature of all school-related matters.
30. Performs other duties and assumes other responsibilities as directed by the Assistant Superintendent or Superintendent.

SUPERVISORY DUTIES

In cooperation with the Principal, oversees Special Education personnel (teachers and paraprofessionals).

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

1. Special Education Administrator's Certification
2. Minimum of two years of teaching and/or administrative experience at or above expected performance level in an area of special education.

Certificates, Licenses, Registrations

Appropriate certification in field.

SKILLS AND ABILITIES

Language

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance. Complete forms, write reports and engage in written correspondence with parents. Present information effectively and respond to questions. Write clear and complete lesson plans.

Computation

Work with mathematical concepts such as probability and statistical inference. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Technology

Perform basic computer functions such as word processing and internet use. Use district software for recording grades and finding student information. Utilize smart boards, projectors and other instructional technology provided by the district.

Additional Skills and Abilities

Identify needs and abilities of individual students and to adapt instructional methods accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously

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 essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Consistent and regular attendance is an essential component of student learning. In district travel may be necessary due to grade level configuration.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to consult with the Director of Transportation concerning the loading and unloading of special needs students from district transportation and observing recess and/or outdoor classroom activities involving students with mobility issues.

Job Description

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.