

Qualifications & Duties

Title: Director of Special Education

Qualifications:

1. A Master's Degree with academic training in special education.
2. Valid certification as a Wyoming school administrator or director.
3. At least five years' experience in public education, part of which must have been in teaching or supervising in the field of special education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Superintendent

Terms of Employment: Eleven-month year. Salary and work year to be established by the Board.

Supervises: Special Education Staff w/Building Principal

Job Goal: To provide sound educational programs for children who cannot sufficiently benefit from regular classroom programs.

Performance Responsibilities:

1. Coordinates all special education programs in the district.
2. Establishes procedures to process and place eligible pupils in special education classes from admission to dismissal.
3. Implements curriculum and program planning and preservice and inservice training for teachers of the program.
4. Keeps informed of the state of financial aid for special education.
5. Develops budget recommendations and provides expenditure control on established budgets for special education.
6. Evaluates all special education programs, facilities, curriculum, learning activities, materials and supplies, parent relationships and teaching practices.
7. Develops required and needed programs for mentally and physically handicapped students through long-term planning.
8. Provides the superintendent with formative information for the development of the administrative staff in relation to special education services and shall team with the superintendent for the principals summative discussions.
9. Keeps informed of all legal requirements governing special education.
10. Develops and initiates survey programs for continuous identification of exceptional children.
11. Assists in recruitment, selection, and recommendation for hiring of any special education personnel.

12. Assumes responsibility for compiling, maintaining and filing all reports and records legally required or administratively useful.
13. Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students and similar fiscal matters.
14. Interprets the objectives and programs of the special education services to the Board, the administration, the staff and the public at large.
15. Maintains a permanent inventory of equipment purchased for special education.
16. Prepares all state and local reports on special education programs.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board policy on Evaluation of Administrative Personnel.

Adopted: July 18, 1990