

JOB DESCRIPTION

TITLE: DIRECTOR OF SPECIAL EDUCATION

PRIMARY FUNCTION:

To administer and coordinate the division's special education program.

QUALIFICATIONS:

1. Hold the Postgraduate Professional Certificate with an endorsement in school administration and shall have completed those courses at the graduate level that are pertinent to the assignment.
2. Have had, within the past ten years, a minimum of five years of successful experience as a teacher, administrator or supervisor, at least two years of which shall have been in a program for exceptional children.
3. Have demonstrated knowledge of local school divisions and state operated programs by providing education and related services for children with disabilities and are developed in accordance with state and federal regulations.
4. Have demonstrated the leadership qualities and personal characteristics for working effectively with students, teachers, specialists, administrators and parents.

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. To administer the special education program.
2. To ensure that all children with disabilities aged two to twenty on, inclusive, residing in that division have the right to a free and appropriate public education.
3. To administer the Medicaid reimbursement program.
4. To coordinate the administration of the psychological services.
5. To coordinate the speech pathological services.

(continued)

JOB DESCRIPTION

TITLE: DIRECTOR OF SPECIAL EDUCATION (continued)

6. To coordinate the administration of the educational assessments.
7. To coordinate the development of 504 and IEP plans for special needs students.
8. To supervise, in cooperation with building principals, the referral process.
9. To assist in the preparation of the budget as related to the special education department.
10. To supervise the implementation of State and federal mandates as they apply to special needs students.
9. To administer the placement of students approved for placement in private residential schools.
10. To attend meetings of the Special Education Advisory Committee and to provide direction and leadership as needed.
11. To direct the preparation of the six year plan and application for P.L. 94-142 funds.
12. To coordinate the planning of staff development programs to serve special needs students.
13. To assist in planning for regional and local programs to serve special needs students.
14. To serve on local committees that serves the school division's special needs students.
15. To direct the maintenance of proper record keeping for all students referred for and receiving special education.
16. To assist in the selection and assignment of staff in special education.
17. To perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 Months

Salary: Commensurate to Experience

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of administrative personnel.

Approved by Superintendent:

(2)