

JOB TITLE:	<b>Director of Exceptional Student Services</b>	Reports to:	<b>Superintendent</b>
FLSA status:	<b>Exempt</b>	Supervisor duties:	<b>SPED Staff</b>
Classification:	<b>Certified - Admin</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Provides leadership in planning, developing, coordinating and evaluating special programs curriculum and instruction for grades P-12; assists in the ongoing development and improvement of special programs in the district; assists the Superintendent in working with the Board, the administrative team, staff, parents, community groups, and professional organizations; and implements and maintains excellent special programs.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works with Governing Board to develop long and short term goals and objectives to best meet the needs of students
- Provides program and fiscal supervision for: Special Education (preschool-12 grade), Homebound services, S.E.A.S. program.
- Provides in-service training to special education staff and paraprofessionals.
- Works with personnel involved in the services listed above in the development, implementation, interpretation and review of goals, policy, procedures, legislation dealing with IDEAS.
- Prepares and monitors budget for above listed services.
- Prepares proposals in areas of responsibility for non-local grants (Federal, State, Foundation) and monitors the use of funds received.
- Attends District Leadership Team meetings.
- Provides direct supervision for the following personnel: Child Study Services Secretaries and Medicaid Coordinator, School Psychologists, School Psychometrists, Physical and Occupational Therapists.
- Arranges appropriate in-service training activities for staff in areas of responsibility.
- Attends IEP and MET meetings as needed.
- Attends Governing Board meetings as needed and required.
- Provides input in selection of staff serving in specific areas of responsibility.
- Keeps school and district administration aware of new developments and regulations in the areas of responsibility within special education.
- Other duties as assigned.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of national, federal, state and District laws, rules, and regulations related to the operation and management of school districts and personnel
- Knowledge of curriculum development and implementation techniques and methods
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in establishing and maintaining effective working relationships

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Bachelor's degree in Special Education required, Master's degree preferred
- Three years experience successful experience in leadership role in special education
- Strong experience in childhood development and appropriate practices
- Valid Arizona Teaching & Administration Certificate

**Computer Proficiency:** MS Office Suite, Google Suite

### **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit extensively, stand and walk. The employee may be required to move forty (40) pounds and could occasionally lift or move up to twenty-five (25) pounds.

### **WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*