

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Exceptional Education Director

### **QUALIFICATIONS:**

- Valid teacher certification in Special Education
- AA Administrative Certificate with 489 endorsements
- At least five years' experience in public education, part of which must have been in teaching or supervising in the field of special education
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Superintendent

**SUPERVISES:** Exceptional Education district and building level staff

**JOB GOAL:** To implement and maintain birth to age 21 Exceptional Education programs and services in conformance to district, state and federal policies and procedures; to provide written support and/or conveying information; to serve as a resource to patrons, school personnel and the Board; and to maintain adequate staffing to ensure objectives of programs and services are achieved within budget

### **PERFORMANCE RESPONSIBILITIES:**

- Develop, organize, and direct exceptional education programs
- Develop and maintain continuous multifactor evaluation procedures for each student in the exceptional education program
- Ensure that all students are evaluated within specified timelines
- Supervise personnel providing services to all exceptional education students to insure effective operation of the exceptional education program
- Serve as liaison with the school staff and the community regarding exceptional education
- Conduct Child Find in an effort to identify and evaluate handicapped children who are not being served
- Conduct a publicity campaign at least twice between the time of March 1<sup>st</sup> and February 28<sup>th</sup> to inform the public of the kinds of programs for handicapped students
- Provide evaluation input for diagnostic prescriptive planning
- Provide consultation to the entire staff and others concerning the IEPs of students in exceptional education programs
- Train district personnel in confidentiality procedures and releases the district's confidentiality letter once during the year

- Protect the confidentiality of exceptional education data stored in the central office
- Provide written prior notice to the parents of handicapped students
- Complete all local, state, and federal forms concerning the handicapped
- Provide adequate and appropriate instructional materials to exceptional education teachers to facilitate individual instruction for exceptional education students
- Disseminate state policies and procedures for all staff
- Provide a process for determination of the needs for in-service training for the exceptional education staff
- Plan and conducts in-service education programs regarding exceptional education for all teachers, administrators, other staff, and parents
- Attend in-service meetings sponsored by the MDE
- Attend professional meetings and conventions to inform staff of new developments in the education of the handicapped
- Serve as a technical advisor to the superintendent and principals to insure compliance with the Mississippi Department of Education, Office of Special Education and State Board Policy 7219
- Assist principals with program development, instructional equipment and materials purchases when deemed necessary
- Advise the superintendent as to the necessity of appointing certain local committees as required by the regulations of the Mississippi Department of Education
- Supervise home instruction for homebound students
- Assume responsibilities concerning the referral-to-placement process
- Perform such other duties concerning the special education program as may be assigned by the superintendent

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)