

Job Description –Director of Special Education**Revised: 1/4/18**

TITLE: Director of Special Education

QUALIFICATIONS:

1. Master's Degree
2. Four years of successful teaching experience
3. Valid certification as Director of Special Education
4. Such alternatives of the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: Co-Supervises Special Education Teachers and Co-Supervises Student Services Coordinator/School Psychologist/Testing Coordinator

JOB GOALS: To provide sound educational programs for exceptional children.

PERFORMANCE RESPONSIBILITIES:

1. Contributes to the development of the total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Recommends policies and programs essential to the needs of exceptional children.
4. Keeps informed of legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Develops and initiates survey programs for continuous identification of exceptional children.
7. Evaluates existing programs as an on-going responsibility and recommends changes and additions, as needed.
8. Develops procedures for identification, referral, psychological examinations, and placement of exceptional children.
9. Evaluates, determines tenure, and recommends for promotion any personnel serving in the special education area.
10. Assists in recruitment, selection, and recommendation for hiring of any special education personnel.
11. Assumes responsibility for compiling, maintaining, and filing all reports and records legally required or administratively useful.
12. Develops and maintains complete and cumulative individual records, on all children receiving special services or enrolled in special education classes.
13. Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out of -district students, and similar fiscal matters.
14. Arranges for transportation of children placed in special needs classes, when necessary.
15. Interprets the objectives and programs of the special education department to the Board, administration, staff, and public.

16. Maintains a permanent inventory of equipment purchased for special education.
17. Establishes procedures for requisitioning, ordering, and paying for special education department equipment and supplies.
18. Approves purchase of all materials and equipment for special education from federal, state, and local funds.
19. Evaluates, on an on-going basis, the total special education program, curriculum, procedures, and individual students' needs and achievements.
20. Makes recommendations on design, furnishing, and equipment, and location of new special education facilities.
21. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
22. Prepares and updates annual comprehensive plan for special education.
23. Plan pre-service and in-service orientation programs for new teachers in special education and regular education.
24. Develop staff development plan for special education teachers and staff.
25. Recommends and approves attendance for all special education staff at state sponsored staff development activities and programs.
26. Reports regularly to the Superintendent on any developments or problems within the district, requiring the Superintendent's awareness or actions.
27. In cooperation with the Curriculum Director:
 - a. Provides an appropriate curriculum for special needs students.
 - b. Provides a plan for meeting requirements for all special needs students.
 - c. Coordinates program planning with local school staff for individual special needs students.
28. Provides and supervises an orderly procedure for identification, referral, and placement of Gifted students.
 - a. Assists Curriculum Director and Principals in program development and evaluation in the area of Gifted.
 - b. Serves as line administrator for Gifted program, including staff evaluations, approval of supplies, materials and equipment, arranging transportation, and development of annual comprehensive plan for the Gifted.
29. Performs other duties, as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.