

# **DIRECTOR OF SPECIAL SERVICES**

## **1. BRIEF DESCRIPTION OF POSITION**

- 1.1. Provides leadership in administration, monitoring and coordination of special services programs and services, in the least restrictive environment, in accordance with federal and state laws and guidelines. Maximizes district's ability to provide services for a wide range of special needs students (emotionally disturbed, autistic, etc.)

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

- 2.1. Provides leadership, coordination and supervision of all special services programs.
- 2.2. Keeps informed of all Federal and State requirements pertaining to special services.
- 2.3. Does research, prepares agenda items and makes presentations to the Board of Trustees as assigned.
- 2.4. Develops procedures related to special education/services placement.
- 2.5. Serves as advisory and resource to the Special Education Community Advisory Council.
- 2.6. Projects enrollments for special education classes.
- 2.7. Acts as a liaison between districts, county office, state department and outside agencies.
- 2.8. Develops and implements inter-agency agreements and contracts with non-public schools and non-public agencies providing services to special education students.
- 2.9. Develops and implements procedures for utilization of district support personnel at the site level.
- 2.10. Works with Human Resources to make recommendations for the selection, assignment, evaluation and transfer of personnel.
- 2.11. Completes and submits state and federal reports as required.
- 2.12. Maintains special education data processing files for all special education students for data collection and program evaluation. Maintains the state CASEMIS management information system to collect required data.
- 2.13. Represents and/or advises the district in mediation/due process hearings and state compliance, as they relate to special education.
- 2.14. Develops and implements procedures for class assignments of SDC students.
- 2.15. Directs in-service programs for regular and special education teachers relative to the needs of special series students.
- 2.16. Monitors and evaluates the schools for compliance with state and federal special education mandates.
- 2.17. Assists parents with problem-solving situations.
- 2.18. Serves as a resource to site administrators regarding special services concerns.
- 2.19. Allocates and monitors budgets in the areas of responsibility.
- 2.20. Develops revisions as necessary to the district policies and provides in services to the management teams to ensure consistent implementation.

- 2.21. Attends job-related meetings and activities.
- 2.22. Works cooperatively with others in coordinating curriculum.
- 2.23. Plans and coordinates summer school for special education students.
- 2.24. Monitors the district's compliance on the requirements of I.D.E.A. regarding the suspension/expulsion of special education students.

3. OTHER DUTIES AND RESPONSIBILITIES

- 3.1. Coordinates the district health program.
- 3.2. Supervises and coordinates the work of school nurses and school psychologists.
- 3.3. Coordinates the district's Section 504 program.
- 3.4. Coordinates the district's home teaching program.
- 3.5. Performs other duties as assigned.

4. SUPERVISION EXERCISED OR RECEIVED

- 4.1. Works under the supervision of the Assistant Superintendent of Instructional Services.
- 4.2. Supervises and evaluates special education district personnel, 504 coordinators, school psychologists, district nurses, speech therapists, home teachers and Adapted P.E. teachers.

5. MINIMUM QUALIFICATIONS

- 5.1. Appropriate administrative credential.
- 5.2. Special Education, or related field, credential and experience.
- 5.3. Master's Degree preferred.
- 5.4. Experience in secondary school teaching and administration.
- 5.5. Demonstrated leadership and organizational skills in the area of special education.
- 5.6. Ability to relate to all members of the educational community.

6. EVALUATION

- 6.1. Annually by the Assistant Superintendent of Instructional Services.

(Approved: Board of Trustees, 5/13/04)