

Job Description

Title: Director of Special Education

Reports To: Superintendent

Supervises: Assigned staff members

Evaluation: Superintendent

Job Summary:

To organize and facilitate support services for all special education students.

Qualifications:

Masters degree with appropriate Kansas Administrative licensure.

Performance Responsibilities:

1. Develops school policies and programs which promote the inclusion of all students with disabilities.
2. Keeps informed of all the legal requirements governing special education and shares this information with administration and staff.
3. Provides leadership in establishing new services and refining existing services for students with disabilities and special needs.
4. Develops and initiates survey and screening programs for continuous identification of exceptional children.
5. Facilitates procedures and processes for screening, referral and identification of students with disabilities in accordance with state and federal regulations.
6. Coordinates a continuum of services and educational placements for students with disabilities and special needs.
7. Evaluates individual job performance of district pupil services staff, and collaborates with school administration in the job performance evaluation of pupil services staff assigned to school sites.
8. Establishes necessary procedures for referral and cooperative planning with other agencies, both local and state, that provides services to children.
9. Assists in the recruitment, selection and recommendation for hiring of special education, related service and support service staff.
10. Assumes responsibility for compiling, maintaining, and filing all reports, and other documents legally required or administratively useful.
11. Develops and maintains complete and cumulative individual records of all students receiving special education services.
12. Supervises preparation of core data and similar reports necessary for reimbursement of funds, receipt of entitlement grants, collection of tuition for out-of-district students and similar fiscal matters.

13. Arranges for transportation of all students placed in special classes outside their attendance area and for those who require special transportation as a related service.
14. Develops budget recommendations and provide expenditure control on established budgets for special education and support services.
15. Oversees Birth through six programs, At-Risk, Special Education and Parents As Teachers programs.
16. Oversees the District Crisis Team.
17. Keeps informed regarding state and federal financial aid for special education services.
18. Interprets the objectives and programs of special education and support services to the Board, the administration, the staff and the public at large.
17. Evaluates on an ongoing basis the total special education and support services program.
18. Participates in the planning and implementation of staff development related to students with disabilities and special needs.
19. Works with parent groups and advocates.
20. Seeks to mediate and resolve parent complaints regarding special education procedures or services.
21. Demonstrates effective human relations and communication skills.
22. Complies with all district rules, regulations, and policies.
23. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.