Director Special Education
New Hanover County Schools

Job Description

Class: Administrative
Dept: Special Education

TITLE: **Director**

QUALIFICATIONS:
1. Master's degree in Education, N.C. Exceptional Child Program Administrator Certificate or equivalent combination of education and experience.
2. Five years experience as a program administrator or specialist.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Assistant Superintendent for Student Support Services

JOB GOAL: To direct, monitor and supervise programs, personnel and services for students in the New Hanover County Schools system with special needs in compliance with federal, state and local regulations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to special education.

2. Plan, develop and implement a comprehensive program for students with disabilities, which assess needs of students. Establish objectives and priorities, delegate responsibilities to staff, develop strategies to achieve objectives and evaluate programs.

3. Provide direction, consultation and supervision to program supervisors; consult with centrally based staff and school based staff on individual cases and on interpretation of federal, state and local policies and procedures.

4. Develop and implement standards, policies and procedures related to exceptional child services; develop short and long range goals; monitor the progress of various services; make recommendations for changes.

5. Work in conjunction with the State Department of Public Instruction, the Office for Civil Rights and other various agencies to meet the needs of students; prepare and monitor contracts with individuals and agencies for special services not available through the school system; ensure compliance of programs with federal, state and local regulations.

6. Coordinate with local agencies, parents and school personnel to resolve problems and secure needed resources and services.

8. Facilitate the development of systems, policies, and procedures to streamline operational functions and minimize duplication of efforts and redundancies within the school/department offices.

9. Prepare budget for the special education programs; coordinate with other departments or agencies to ensure maximum services; monitor expenditures of approved budget.

9. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

10. Perform other duties and responsibilities as requested by the Deputy Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved special education programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.