



Job Description

Director of Special Services

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Minimum of five (5) years of experience working in a related field.

Minimum Education Requirements: Master's degree in related field.

Department: Central Office Administration.

Direct Supervisor: Superintendent.

Primary Work Location: Office setting.

Certification: Missouri Educator Certification Special Education Director K-12.

Job Summary: The Director of Special Services position requires the organization and administration of special education and related services to students with disabilities. The Director ensures that educational services are provided according to local policy, state regulations, and federal regulations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Monitor the procedures for the operation of special education programs across the school division and ensure compliance with IDEA; maintain compliance with federal and state special education regulations.
- Supervise and evaluate special education leadership team members.
- Coordinate, assign, supervise, and evaluate central office staff members assigned to special education department/office.
- Provide leadership on district initiatives and committees including MTSS implementation, Dyslexia mandate, crisis prevention, anti-bullying measures, suicide awareness and prevention, and mental health task force.
- Provide leadership for district implementation of Section 504 Homebound and Nursing services.
- Respond to issues and inquiries from school district administrators' parents and educators involving staff conflicts in policies and regulations, community concerns, and or parental requests that may result in some negative impact or liability.
- Keep accurate records on pupil accounting and expenditures of funds.
- Prepare budgets, reports, and plans for special education programs.
- Plan and organize and implement the professional development (PD) for SPED students' services and administrators.
- Ensure that Special Services staff are informed of the requirements and regulations for disability identification.
- Collaborate with other district leaders for the purpose of aligning support.
- Oversee the administration of Medicaid billing process.
- Plan, organize, and implement Extended School Year Program.
- Provides orientation program from new staff concerning special education services and Section 504.
- Complete all state reporting for programs under Special Services Department.



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- Perform related duties as assigned by the Superintendent in accordance with the school systems policies and practices.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Education and special education principles, practices, and procedures.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.

Skills

- Strong written and oral communications and relational skills.
- Human relations which demonstrates sensitivity to needs and concerns of others.
- Following and relaying complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Read and understand written instruction and communicate information and ideas in clear and concise written form.
- Work successfully and positively with all students to provide them with assistance in meeting their educational needs.
- Attend and participate in local, regional and national conferences.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



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Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date